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TECHNOMICS INC OAKTON VA

A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN--ETC (U)

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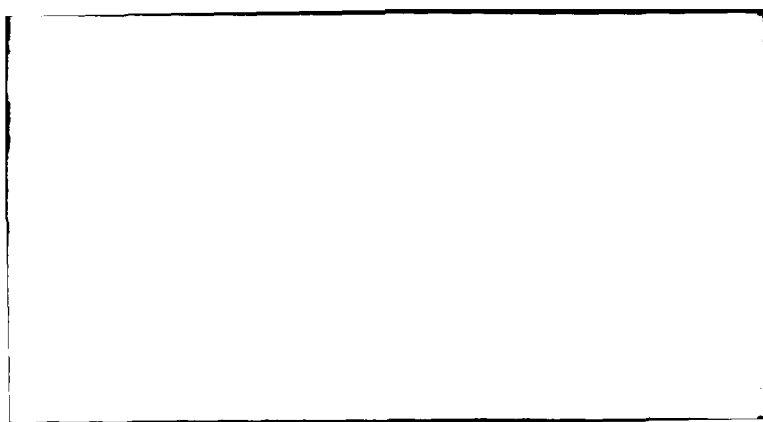
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APPENDIX 16.

AVIATION TECHNICIAN

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⑥ ~~OF A SYSTEM APPROACH to~~
~~NAVY MEDICAL~~
EDUCATION AND TRAINING
FINAL REPORT

Appendix 16.
Aviation Technician.

⑮ N00014-69-C-0246

⑨ Final rept.

Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

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Program Manager
Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

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REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER Final Report (Vols. I & II) Appendix: 15 / 6	2. GOVT ACCESSION NO. AD-A085 692	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) A System Approach to Navy Medical Education and Training	5. TYPE OF REPORT & PERIOD COVERED FINAL REPORT	
7. AUTHOR(s)	6. PERFORMING ORG. REPORT NUMBER	
9. PERFORMING ORGANIZATION NAME AND ADDRESS Office of Naval Research Department of the Navy Arlington, Virginia 22217	8. CONTRACT OR GRANT NUMBER(s) N00014-69-C-0246	
11. CONTROLLING OFFICE NAME AND ADDRESS Office of Naval Research Department of the Navy Arlington, Virginia 22217	10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS 43-03X.02	
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office) Office of Naval Research Department of the Navy Arlington, Virginia 22217	12. REPORT DATE 31-8-74	
	13. NUMBER OF PAGES	
	15. SECURITY CLASS. (of this report) UNCLASSIFIED	
	15a. DECLASSIFICATION/DOWNGRADING SCHEDULE	
16. DISTRIBUTION STATEMENT (of this Report) Approved for public release; distribution unlimited.		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report) Approved for public release; distribution unlimited.		
18. SUPPLEMENTARY NOTES None		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Education and Training Medical Technician Medical Training Job Analysis Nurse Training Task Analysis Dentist Training Curriculum Development		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

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FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

NAVY MEDICAL DEPARTMENT

TASK INVENTORY BOOKLET

AVIATION

CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

- Part I Career Background Information
 (answers to be recorded in this
 TASK BOOKLET)

- Part II A List of Tasks (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

- B List of Instruments and
 Equipment (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the tinted pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

Part I

CAREER BACKGROUND INFORMATION

Check that the Form and Serial Number in this box match those on the cover of this Booklet

Please fill out completely

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

DO NOT FILL IN

N
Form Serial No.

(1)

(7)

(14)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER
ANSWERS
HERE

Q1. Select the number to indicate the Corps to which you belong:

1. Dental Technician
2. Hospital Corps

Q1.____ (23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2.____ (24)

Q3. Indicate your pay grade:

1. E1
2. E2
3. E3
4. E4
5. E5
6. E6
7. E7
8. E8
9. E9

Q3.____ (25)

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

Q4.____ (26)

		ENTER ANSWERS HERE
Q5.	Select the number to indicate your present immediate supervisor:	Q5.____ (27)
	1. Physician	
	2. Dentist	
	3. Nurse	
	4. MSC Officer	
	5. HM or DT	
	6. Other (Specify) _____	
Q6.	Select the number to indicate the average number of hours you work per week: (estimate to the nearest hour)	Q6.____ (28)
	1. 35 to 40 hours	
	2. 41 to 50 hours	
	3. More than 50 hours	
Q7.	Please give an estimate of the percent of time you spend on the following (write five percent as <u>05</u>):	Q7.
	1. Inpatient care	1.____% (29)
	2. Outpatient care	2.____% (31)
	3. Teaching	3.____% (33)
	4. Administration	4.____% (35)
	5. Other (specify) _____	5.____% (37)
Q8.	Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute <u>most</u> to your job satisfaction:	Q8.____ (39)
	01 Salary and/or promotion opportunities	____ (41)
	02 Retirement benefits	____ (43)
	03 Housing	
	04 Educational advancement opportunities	
	05 Stability of tour of duty	
	06 Physical facilities and equipment	
	07 Administrative and clerical support	
	08 Work load	
	09 Personal career planning	
	10 Opportunity to attend professional meetings	

ENTER
ANSWERS
HERE

Q9. Using the list on page vii specify your current NEC by writing the last two digits of the CODE.

Q9. __ __ (4)

Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year)

Q10. __ __ (4)

- | | |
|---------------------|-----------------------|
| 1. Less than 1 year | 4. 6 to 10 years |
| 2. 1 to 2 years | 5. 11 to 15 years |
| 3. 3 to 5 years | 6. More than 15 years |

Q11. If you have other NEC(s) in addition to the one specified in Q9, check page vii and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for Q11 and Q12.

Q11a. __ __ (48)
b. __ __ (50)

Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year).

Q12a. __ __ (52)
b. __ __ (53)

- | | |
|---------------------|-----------------------|
| 1. Less than 1 year | 4. 6 to 10 years |
| 2. 1 to 2 years | 5. 11 to 15 years |
| 3. 3 to 5 years | 6. More than 15 years |

Q13. From the list below, write the two-digit CODE to indicate the specialty of the department in which you are currently functioning.

Q13. __ __ (54)

CODE

- | | |
|--------------------------|--------------------|
| 01 Administration | 18 Urology |
| 02 Education | 19 Intensive Care |
| 03 Anesthesiology | 20 Operating Room |
| 04 Coronary Care | 21 Emergency Room |
| 05 Dermatology | 00 Other (specify) |
| 06 Medicine - OPD | |
| 07 Medicine - Wards | |
| 08 Obstetrics/Gynecology | |
| 09 Ophthalmology | |
| 10 Orthopedics | |
| 11 Otolaryngology | |
| 12 Medical Laboratory | |
| 13 Pediatrics | |
| 14 Psychiatry | |
| 15 Public Health | |
| 16 Radiology | |
| 17 General Surgery-Wards | |

ENTER
ANSWER
HERE

Q14. Select the number to indicate the type of duty station at which you currently work, and have been working for at least 30 days:

Q14.____ (56)

1. Hospital
2. Dispensary
3. Aboard ship/sub, no M.O. (or D.O.) aboard
4. Aboard ship/sub, M.O. (or D.O.) aboard
5. Aviation squadron/wing, Navy or Marine
6. Marine ground forces
7. Administrative Commands
8. Research Commands or PMUs
9. Dental Clinic
0. Other _____

Q15. Indicate the number of people you normally supervise:

Q15.____ (57)

- | | |
|---------|------------|
| 0. None | 3. 6-10 |
| 1. 1-2 | 4. 11-20 |
| 2. 3-5 | 5. over 20 |

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman
3371 Health Physics & Process Control Technician
3391 Nuclear Power Plant Operator
8402 Nuclear Submarine Medicine Technician
8403 Submarine Medicine Technician
8404 Medical Field Service Technician
8405 Advanced Hospital Corps Technician (Class B)
8406 Aviation Medicine Technician
8407 Nuclear Medicine Technician
8408 Cardiopulmonary Technician
8409 Aviation Physiology Technician
8412 Clinical Laboratory Assistant Technician
8413 Tissue Culture Technician
8414 Clinical Chemistry Technician
8415 Medical Technology Technician
8416 Radioactive Isotope Technician
8417 Clinical Laboratory Technician
8432 Preventive Medicine Technician
8433 Tissue Culture and Tissue Bank Technician
8442 Medical Administrative Technician
8452 X-ray Technician
8453 Electrocardiograph/Basal Metabolism Technician
8454 Electroencephalograph Technician
8462 Optician (General) Technician
8463 Optician Technician
8466 Physical and Occupational Technician
8472 Medical Photography Technician
8482 Pharmacy Technician
8483 Operating Room Technician
8484 Eye, Ear, Nose, & Throat Technician
8485 Neuropsychiatry Technician
8486 Urological Technician
8487 Occupational Therapy Technician
8488 Orthopedic Appliance Mechanic
8489 Orthopedic Cast Room Technician
8492 Special Operations Technician
8493 Medical Deep Sea Diving Technician
8494 Physical Therapy Technician
8495 Dermatology Technician
8496 Embalming Technician
8497 Medical Illustration Technician
8498 Medical Equipment Repair Technician
8703 DT General, Advanced
8707 DT Field Service
8713 DT Clinical Laboratory
8714 DT Research Assistant
8722 DT Administrative
8732 DT Repair
8752 DT Prosthetic, Basic
8753 DT Prosthetic, Advanced
8765 DT Maxillofacial Prosthetic

RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
 1. Use a No. 2 pencil only
 2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4, and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3: then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page (the handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on pages x through xiv.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	RESPONSE BOOKLET			
	Serial No. 0233			

My name is

1 NAME

Mary Smith

INSTRUCTIONS

1. Use No. 2 pencil ONLY.
2. Indicate responses with solid black mark in space provided.
3. Erase COMPLETELY all changes.
4. Do not detach forms from packet.
5. Answer questions 2 through 5 below.
6. See Task Statement Booklet for further instructions for completing boxes to the right.

Today is June 4, 1972
 June = 06
 4 = 04
 1972 = 72

2 TODAY'S DATE	MONTH	0 1 2 3 4 5 6 7 8 9
	DAY	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9

My Soc. Sec. No. is
 304-26-9751

3 SOCIAL SECURITY NUMBER	3	0 1 2 3 4 5 6 7 8 9
	0	0 1 2 3 4 5 6 7 8 9
	4	0 1 2 3 4 5 6 7 8 9
	2	0 1 2 3 4 5 6 7 8 9
	6	0 1 2 3 4 5 6 7 8 9
	9	0 1 2 3 4 5 6 7 8 9
	7	0 1 2 3 4 5 6 7 8 9
	5	0 1 2 3 4 5 6 7 8 9
	1	0 1 2 3 4 5 6 7 8 9

SEE COVER OF YOUR TASK BOOKLET Form N20, Ser. No. 0233

4 TASK BOOKLET	FORM	0 1 2 3 4 5 6 7 8 9
	SERIAL NO.	0 1 2 3 4 5 6 7 8 9
	SERIAL NO.	0 1 2 3 4 5 6 7 8 9
	SERIAL NO.	0 1 2 3 4 5 6 7 8 9
	SERIAL NO.	0 1 2 3 4 5 6 7 8 9

My birthday is May 10, 1940
 May = 05 1940 = 40

5 DATE BIRTHDAY	MONTH	0 1 2 3 4 5 6 7 8 9
	DAY	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9

TASK ANALYSIS BACKGROUND
DATA SHEET

SEE TASK STATEMENT BOOKLET FOR INSTRUCTIONS TO COMPLETE BOOKLET	6	0 1 2 3 4 5 6 7 8 9	13 0 1
		0 1 2 3 4 5 6 7 8 9	14 0 1
		0 1 2 3 4 5 6 7 8 9	15 0 1
		0 1 2 3 4 5 6 7 8 9	16 0 1
	7	0 1 2 3 4 5 6 7 8 9	17 0 1
		0 1 2 3 4 5 6 7 8 9	18 0 1
		0 1 2 3 4 5 6 7 8 9	19 0 1
		0 1 2 3 4 5 6 7 8 9	20 0 1
	8	0 1 2 3 4 5 6 7 8 9	21 0 1
		0 1 2 3 4 5 6 7 8 9	22 0 1
		0 1 2 3 4 5 6 7 8 9	23 0 1
		0 1 2 3 4 5 6 7 8 9	24 0 1
9	0 1 2 3 4 5 6 7 8 9	25 0 1	
	0 1 2 3 4 5 6 7 8 9	26 0 1	
	0 1 2 3 4 5 6 7 8 9	27 0 1	
	0 1 2 3 4 5 6 7 8 9	28 0 1	
10	0 1 2 3 4 5 6 7 8 9	29 0 1	
	0 1 2 3 4 5 6 7 8 9	30 0 1	
11	0 1 2 3 4 5 6 7 8 9	31 0 1	
	0 1 2 3 4 5 6 7 8 9	32 0 1	
12	0 1 2 3 4 5 6 7 8 9	33 0 1	
	0 1 2 3 4 5 6 7 8 9	34 0 1	

Ignore these boxes

PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.

Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for the responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate block on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!

Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page.) This is necessary for computer processing.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do this task within the last month?
(If you were on leave, consider your immediate past working month.)

- 0 = Did not do
- 1 = Did less than 5 times
- 2 = Did 5 to 20 times
- 3 = Did 21 to 50 times
- 4 = Did 51 to 100 times
- 5 = Did more than 100 times

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

- 0 = Did not use
- 1 = Used less than 5 times
- 2 = Used 5-20 times
- 3 = Used 21-50 times
- 4 = Used 51-100 times
- 5 = Used more than 100 times

If answer in Column A is 0, go to the next statement. If answer is 1, 2, 3, 4 or 5, answer also Columns B, C & D.

Column B

Indicate the approximate time you spent on a single performance the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you feel you need additional training to perform this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIA - LIST OF TASKS

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (single performance the last time performed)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=DID LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=DID 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=DID 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=DID 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=DID MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIB - LIST OF INSTRUMENTS AND EQUIPMENT

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT: IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT USE LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=USED LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=USED 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=USED 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=USED 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=USED MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

Part II A
LIST OF TASKS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01 OF RESPONSE BOOKLET
1	OBTAIN PRELIMINARY MEDICAL HISTORY, I.E. PAST/PRESENT COMPLAINTS, ALLERGIES, MEDICATIONS
2	MAKE PATIENT ROUNDS/SICK CALL WITH DOCTOR
3	OBSERVE PATIENT'S GENERAL APPEARANCE, E.G. DRESS, GROOMING
4	OBSERVE/RECORD PATIENT'S PHYSICAL/EMOTIONAL RESPONSE TO TREATMENT/DIAGNOSTIC PROCEDURES
5	OBSERVE/REPORT SYMPTOMS OF SIDE EFFECTS TO TREATMENT/MEDICATION
6	CHECK TEXTURE OF SKIN, E.G. DRY, OILY, SCALY
7	CHECK COLOR OF SKIN, E.G. CYANOSIS, BLANCHING, JAUNDICE, MOTTLING
8	CHECK TEMPERATURE OF SKIN
9	PERFORM CIRCULATION CHECK, E.G. COLOR, PULSE, TEMPERATURE OF SKIN, CAPILLARY RETURN
10	CHECK SKIN FOR ABNORMAL CONDITIONS, E.G. PRESSURE SORES, BRUISES, NEEDLE MARKS
11	EXAMINE AND DESCRIBE CHARACTERISTICS OF HIVES, RASHES
12	OBSERVE PATIENT FOR SIGNS OF CHILLING
13	CHECK PATIENT FOR SWEATING/DIAPHORESIS
14	OBSERVE FOR/REPORT CHARACTERISTICS OF COUGH
15	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF SPUTUM, MUCUS
16	EXAMINE MUCOUS MEMBRANES OF NOSE/THROAT FOR INFLAMMATION
17	OBSERVE FOR/REPORT SYMPTOMS OF SINUS BLOCKAGE
18	OBSERVE FOR/REPORT SYMPTOMS OF HEAD COLDS
19	CHECK PATIENT'S AIRWAY FOR PATENCY/OBSTRUCTION
20	OBSERVE FOR/REPORT SYMPTOMS OF ASPIRATION
21	OBSERVE PATIENT FOR/REPORT AND DESCRIBE ABNORMAL RESPIRATIONS
22	OBSERVE FOR/DESCRIBE HEARING DISTURBANCES, E.G. RINGING, HEARING LOSS
23	OBSERVE FOR EAR SQUEEZE
24	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM EYES/EARS
25	OBSERVE FOR REPORT OR DESCRIBE VISUAL DISTURBANCES, E.G. BLURRED, DOUBLE, MIRROR, TUNNEL

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01 OF RESPONSE BOOKLET
26	OBSERVE FOR/REPORT SYMPTOMS OF INFLUENZA
27	OBSERVE FOR/REPORT PATIENT'S LEVEL OF PHYSICAL ACTIVITY, E.G. LETHARGY, HYPERACTIVITY
28	ASSESS PATIENT'S TOLERANCE OF EXERCISE OR ACTIVITY
29	OBSERVE/REPORT PATIENT'S MUSCLE TONE, E.G. RIGID, FLACCID, SPASTIC, SPASMS
30	OBSERVE PATIENT'S PHYSICAL MOVEMENT, E.G. MUSCULAR COORDINATION, POSTURE, BALANCE
31	PALPATE JOINTS FOR SWELLING, DEFORMITY, PAIN
32	OBSERVE/REPORT PATIENT'S LEVEL OF RESPONSIVENESS
33	CHECK PATIENT'S RESPONSE TO TOUCH, PRESSURE, TEMPERATURE
34	CHECK PATIENT'S RESPONSE TO PAINFUL STIMULUS AND TEMPERATURE
35	EVALUATE PATIENT'S COMPLAINTS OR SYMPTOMS OF PAIN
36	OBSERVE FOR/DESCRIBE OR REPORT CHARACTERISTICS OF TWITCHING, TREMORS, TICS
37	OBSERVE PATIENT'S GENERAL EMOTIONAL CONDITION, E.G. FACIAL AND EYE EXPRESSIONS, QUALITY OF VOICE
38	OBSERVE PATIENT'S GENERAL MENTAL ATTITUDE
39	IDENTIFY FACTORS THAT INFLUENCE PATIENT'S PSYCHOLOGICAL STATE
40	OBSERVE PATIENT'S ORIENTATION TO TIME, PLACE, PERSON
41	ASSESS PATIENT'S LEVEL OF ANXIETY
42	OBSERVE FOR PATIENT'S NEED TO VENTILATE FEELINGS
43	OBSERVE PATIENT FOR BEHAVIORAL CHANGES
44	OBSERVE FOR/REPORT OR DESCRIBE SYMPTOMS OF IRRITABILITY, RESTLESSNESS, APPREHENSION
45	DETERMINE PATIENT'S PATTERN OF INTERACTION WITH OTHERS
46	OBSERVE PATIENT/PERSONNEL IN HYPOBARIC/HYPERBARIC CHAMBER
47	OBSERVE FOR CLAUSTRAPHOBIC REACTION IN CHAMBER
48	CHECK PATIENTS TEMPERATURE
49	CHECK RADIAL (WRIST) PULSE
50	DETERMINE APICAL PULSE RATE/RHYTHM WITH STETHESCOPE

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02 OF RESPONSE BOOKLET
1	CHECK/COUNT RESPIRATIONS
2	TAKE BLOOD PRESSURE
3	MEASURE/WEIGH PATIENT OR PERSONNEL
4	OBTAIN ANTHROPOMETRIC MEASUREMENTS
5	TAKE ELECTROCARDIOGRAPH (EKG, ECG)
6	APPLY/CHANGE/ADJUST LEADS OR NEEDLE ELECTRODES, E.G. MONITOR, EKG, EEG
7	READ ECG TRACING FOR TECHNICAL ADEQUACY
8	CHECK PUPIL REACTION TO LIGHT
9	DILATE PUPILS
10	PERFORM AFVT TESTS
11	DO VISUAL ACUITY TEST USING SNELLEN CHART
12	DO VISUAL ACUITY TEST USING AFVT MACHINE
13	DO SCHIOTZ TONOMETRY
14	DO COLOR VISION TEST
15	DO CENTRAL FIELD VISION TEST
16	DO PERIPHERAL FIELD VISION TEST
17	DO DEPTH PERCEPTION TEST
18	TEST FIELD OF VISION WITHOUT INSTRUMENT
19	DO PRELIMINARY REFRACTIVE TESTS
20	DO MANIFEST REFRACTIONS
21	DO CYCLOPLEGIC REFRACTIONS
22	DO RED LENS TEST
23	TEST ACCOMODATION (VISUAL)
24	TEST FOR OCULAR MUSCLE BALANCE (HETEROPHORIAS) BY INSTRUMENTATION
25	TEST FOR RIGHT AND LEFT HYPERPHORIA

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02 OF RESPONSE BOOKLET
26	MEASURE PUPILLARY DISTANCE
27	TEST FOR DIPLOPIA
28	TEST PRISM CONVERGENCE/DIVERGENCE
29	MEASURE POINT OF CONVERGENCE USING PRINCE RULE
30	PALPATE EYE FOR INTRAOCULAR TENSION
31	FIT/ADJUST EYEGLASSES
32	EXAMINE TYMPANIC MEMBRANE FOR REDNESS, SWELLING
33	EXAMINE TYMPANIC MEMBRANE FOR PERFORATION
34	CHECK FOR EARDRUM PERFORATION BY POLITZERIZATION, I.E. EARDRUM INFLATION
35	EXAMINE EAR FOR EXCESS WAX
36	TAKE BONE CONDUCTION AUDIOGRAM
37	TAKE AIR CONDUCTION AUDIOGRAM
38	FIT EAR PLUG
39	GIVE SPEECH DISCRIMINATION TEST USING RECORDED SOUND
40	PLAY RECORDS FOR SPEECH DISCRIMINATION TESTING
41	GIVE SPEECH DISCRIMINATION TEST USING OWN MODULATED VOICE
42	TEST FOR CARBON MONOXIDE RESIDUAL IN LUNG
43	CALCULATE PERCENT O2 SATURATION OF BLOOD
44	CHECK URINE PH BY PAPER STRIP/DIP STIK
45	CHECK URINE SUGAR BY DIP STIK/CLINITEST
46	CHECK URINE PROTEIN BY DIP STIK
47	CALCULATE LAB/DIAGNOSTIC TEST RESULTS
48	PLOT READING/VALUES ON RECTILINEAR GRAPH PAPER
49	PLOT READING/VALUES ON SEMILOG PAPER
50	DO FINGERPRINTING OF HUMAN REMAINS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03 OF RESPONSE BOOKLET
1	REMOVE/SECURE/RETURN PATIENTS PERSONAL EFFECTS
2	ASSIST PATIENTS IN/OUT OF BED, EXAM OR D.R. TABLES
3	ASSIST PATIENT TO STAND/WALK/DANGLE
4	ASSIST PATIENT IN PUTTING ON CLOTHES
5	DRAPE/GOWN PATIENT FOR EXAMINATION/TREATMENT
6	POSITION/HOLD PATIENT FOR EXAMINATION, TREATMENT, SURGERY
7	CLEAN AND CLOTHE PATIENTS AFTER SURGERY/TREATMENT/EXAMINATION
8	RESTRAIN/CONTROL PATIENT VERBALLY
9	GROUND PATIENT, E.G. FOR ELECTRICAL CAUTERIZATION, DEFIBRILLATION, EKG
10	ACCOMPANY PATIENT TO OTHER DEPARTMENTS/CLINICS
11	LOAD/UNLOAD PATIENTS FROM STRETCHERS (GURNEY)
12	TRANSPORT PATIENT UP/DOWN LADDERS ON SHIPS
13	LOAD/UNLOAD PATIENT FROM AMBULANCE
14	ACCOMPANY AMBULANCE ON CALLS
15	RECEIVE PATIENTS ON ARRIVAL, I.E. INTRODUCE SELF, OBTAIN PATIENT'S NAME
16	ORIENT PATIENT/FAMILY TO FACILITY, E.G. ROUTINES, REGULATIONS, PHYSICAL LAYOUT, PERSONNEL
17	VERIFY IDENTIFICATION OF PATIENT, E.G. FOR TREATMENT, MEDICATIONS, EXAMINATION
18	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING EXAMINATION/TEST/ TREATMENT PROCEDURES
19	INFORM PATIENT OF PROCEDURES REQUIRED PRIOR TO/DURING EXAMINATION/TEST/TREATMENT
20	EXPLAIN AUDIOGRAM TEST PROCEDURES TO PATIENT
21	EXPLAIN ECG PROCEDURE TO PATIENT
22	WRITE STANDARD INSTRUCTIONS FOR PATIENT CONCERNING EXAMINATIONS/ THERAPY OR PROCEDURES
23	REVIEW WITH PATIENT PRINTED INSTRUCTIONS FOR EXAMINATION/THERAPY PROCEDURES
24	ASK/INSTRUCT PATIENT TO COLLECT SPECIMEN
25	CHECK WITH PATIENT TO ENSURE THAT HE HAS COLLECTED SPECIMEN AS INSTRUCTED

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03 OF RESPONSE BOOKLET
26	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/ TREATMENT
27	EXPLAIN PHYSIOLOGICAL BASIS FOR THERAPY/TREATMENT TO PATIENT/ FAMILY
28	EXPLAIN/ANSWER QUESTIONS ABOUT DOCTOR'S INSTRUCTIONS TO PATIENT/ FAMILY
29	EXPLAIN/ANSWER QUESTIONS ABOUT TREATMENT PROCEDURE VIA TELEPHONE
30	EXPLAIN/ANSWER PATIENT/FAMILY QUESTIONS ABOUT MEDICATIONS, E.G. PURPOSE, DOSE, SCHEDULE
31	TEACH PATIENT/FAMILY SIDE EFFECTS OF MEDICATION, E.G. DROWSINESS, URINE DISCOLORATION
32	INFORM PATIENT/FAMILY OF SYMPTOMS OF INTOLERANCE/OVERDOSE TO MEDICATION, E.G. BLEEDING GUMS, COMA
33	INSTRUCT PATIENT/FAMILY ON POST IMMUNIZATION CARE AND SCHEDULE
34	ANSWER PATIENT INQUIRIES REGARDING NONPRESCRIPTION DRUGS
35	TEACH PATIENT MEDICATION STORAGE REQUIREMENTS, E.G. REFRIGERATION, EXPIRATION DATE
36	EXPLAIN SCHEDULES TO PATIENTS/FAMILIES, I.E., TIME TO AND FROM O.R., APPOINTMENTS
37	INSTRUCT OR HELP PATIENT/FAMILY FILL OUT FORMS
38	INFORM PATIENT/FAMILY WHERE TO OBTAIN MEDICAL SUPPLIES
39	COUNSEL PATIENT/FAMILY ON WHEN AND WHERE TO SEEK MEDICAL CARE
40	REASSURE/CALM APPREHENSIVE (ANXIOUS) PATIENT
41	REINFORCE PATIENT'S POSITIVE RESPONSE TO THERAPY
42	SCREEN FOR ARTICLES FORBIDDEN IN HYPOBARIC/HYPERBARIC CHAMBER
43	SEAT PERSONNEL AND ALLOCATE NUMBER IN CHAMBER
44	TALK WITH PATIENT TO ASCERTAIN NEEDS/PROBLEMS
45	SCREEN PATIENT ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE
46	DETERMINE IF PERSONNEL AT SICK CALL ARE FIT FOR DUTY
47	GROUND PILOT/AIR CREW ACCORDING TO SPECIFIED GUIDELINES
48	SCREEN PHYSICAL EXAMINATION RESULTS TO DETERMINE IF PERSONNEL MEET AVIATION MEDICAL STANDARDS
49	DETERMINE NEED TO NOTIFY DOCTOR/NURSE OF PATIENT'S CONDITION
50	INFORM DOCTOR/NURSE OF PATIENT'S CONDITION, E.G. DESCRIPTION OF INJURY, SYMPTOMS, RESPONSE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04 OF RESPONSE BOOKLET
1	REPORT ABNORMAL TISSUE CONDITIONS TO DENTIST
2	REFER PATIENT TO DOCTOR FOR TREATMENT
3	MAKE SUGGESTION REGARDING NEED FOR DIAGNOSTIC TESTS
4	INITIATE AND ORDER DIAGNOSTIC TEST
5	ASK PATIENT/CHECK CHART FOR CONTRAINDICATION FOR TREATMENT, PROCEDURE, TEST
6	INFORM DOCTOR OF ANY CONTRAINDICATIONS TO STUDY
7	ASCERTAIN IF PATIENT HAS BEEN PREPPED FOR TEST/TREATMENT PROCEDURE
8	PLAN/MODIFY DIAGNOSTIC PROCEDURES ACCORDING TO PATIENT'S RESPONSE/NEED
9	REVIEW TEST/EXAMINATION/CONSULTATION REPORTS FOR ABNORMAL (POSITIVE) FINDINGS
10	MAKE SUGGESTION REGARDING PATIENT CARE, E.G. NEED OF MEDICATION, TREATMENT
11	INITIATE TREATMENT PROCEDURES IN THE ABSENCE OF A DOCTOR
12	GIVE/RECEIVE VERBAL REPORTS ABOUT PATIENT
13	REVIEW DOCTOR'S ORDERS AND INSTRUCTIONS WITH DOCTOR
14	OBTAIN CLARIFICATION OF CONFLICTING DOCTOR'S ORDERS
15	CARRY OUT DOCTOR'S VERBAL ORDERS
16	ENSURE THAT DOCTOR'S ORDERS ARE CARRIED OUT
17	REVIEW PAST AND PRESENT MEDICAL/DENTAL HISTORY TO PLAN CARE
18	REVIEW PATIENT'S CURRENT MEDICAL RECORD, E.G. RESULTS OF TESTS, CONSULTS, VITAL SIGNS, NURSES NOTES
19	ELICIT INFORMATION TO ASCERTAIN PATIENT'S UNDERSTANDING/ ACCEPTANCE OF ILLNESS/TREATMENT
20	ASSESS PATIENT'S RESPONSE TO MEDICATION THERAPY
21	EVALUATE PATIENT'S PROGRESS/RESPONSE TO THERAPEUTIC REGIME
22	FOLLOW UP/EVALUATE PATIENT TREATMENT/PROGRESS AFTER DISCHARGE FROM MEDICAL FACILITY
23	FOLLOW UP FAILED APPOINTMENT, E.G. BY PHONE, LETTER, HOME VISIT
24	FOLLOW UP PERSONNEL PLACED ON MEDICAL HOLD FOR REEVALUATION
25	COORDINATE PATIENT TREATMENT PLAN WITH OTHER DEPARTMENTS/ AGENCIES

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04 OF RESPONSE BOOKLET
26	CONSULT DOCTOR OR NURSE TO OBTAIN INFORMATION/ADVICE ON PATIENT CARE
27	CONFER WITH CORPSMAN TO DISCUSS PATIENT TREATMENT/PROGRESS/ PROBLEM
28	CONFER WITH NON-MEDICAL PERSONNEL ABOUT PATIENT TREATMENT/ PROGRESS, E.G. WORK SUPERVISOR
29	RECOMMEND PSYCHOLOGICAL APPROACH TO USE WITH PATIENT
30	DETERMINE IMMUNIZATIONS REQUIRED FOR OVERSEAS TRAVEL
31	DETERMINE SEQUENCE OF ADMINISTRATION OF MULTIPLE IMMUNIZATIONS
32	DETERMINE NEED FOR EMERGENCY EQUIPMENT/MEDICATION FOR POSSIBLE PATIENT USE
33	DETERMINE PRIORITIES FOR TREATMENT OF PATIENTS
34	CLEAN WOUND, CUT, ABRASION
35	APPLY/CHANGE STERILE DRESSINGS
36	APPLY/CHANGE BANDAGES, E.G. ROLLER, TRIANGULAR, KURLEX
37	REINFORCE DRESSINGS, I.E. ADD DRESSINGS
38	CHECK DRESSINGS, E.G. FOR CLEANLINESS
39	CHECK/EXAMINE INCISIONS/WOUNDS FOR PROGRESS OF HEALING
40	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM INCISIONS/WOUNDS
41	OBSERVE FOR/REPORT SYMPTOMS OF WOUND INFECTION
42	APPLY WET COMPRESSES/SOAKS/PACKS
43	GIVE HEAT TREATMENT, E.G. HYDROCOLLATOR/K PACK, HEAT LAMP
44	DEBRIDE WOUND/BURN
45	IRRIGATE WOUND
46	REMOVE SUTURES
47	CHECK SKIN FOR AIR IN TISSUE (CREPITUS)
48	CHECK FOR EDEMA (SWELLING) OF EXTREMITIES, EYES
49	GIVE SPONGE BATH TO REDUCE FEVER
50	GIVE OXYGEN THERAPY, I.E. CANNULA, CATHETER/MASK

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05
OF RESPONSE BOOKLET

- 1 TREAT PATIENT/PERSONNEL WHO HYPERVENTILATE, E.G. GIVE BREATHING INSTRUCTIONS, CARBON DIOXIDE
- 2 TEACH PATIENT TO COUGH AND DEEP BREATHE
- 3 TEACH BREATHING EXERCISES
- 4 PLACE PATIENT IN POSTURAL DRAINAGE POSITION
- 5 CHECK PEDAL PULSE FOR PRESENCE AND QUALITY
- 6 CHECK FEMORAL PULSE FOR PRESENCE AND QUALITY
- 7 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF CHEST PAIN
- 8 SUCTION NASAL/ORAL PASSAGE
- 9 OBSERVE FOR/REPORT SYMPTOMS OF DENTURE IRRITATION
- 10 REMOVE FOREIGN BODY FROM CONJUNCTIVAL SAC
- 11 IRRIGATE EYES
- 12 REMOVE SUPERFICIAL MATERIAL FROM EAR CANAL
- 13 CLEAR EAR BLOCKS USING AIR PRESSURE/WATER
- 14 REMOVE IMBEDDED FOREIGN BODY FROM EAR CANAL
- 15 IRRIGATE EARS
- 16 GIVE CARE TO PATIENT WITH HEARING/SPEECH/SIGHT LOSS
- 17 OBSERVE FOR/REPORT SYMPTOMS OF DEHYDRATION
- 18 OBSERVE FOR/REPORT SYMPTOMS OF DIARRHEA
- 19 HOLD/CARRY/ROCK CHILDREN
- 20 RESTRAIN/CONTROL CHILDREN FOR EXAMINATION/TREATMENT/TEST
- 21 LISTEN TO PATIENT/FAMILY EXPRESS FEELINGS, E.G. GRIEF, GUILT
- 22 OBSERVE PATIENT FOR PECULIAR/ABNORMAL BEHAVIOR, E.G. POSTURING RITUALISM, INAPPROPRIATE AFFECT
- 23 OBSERVE PATIENT FOR NEUROTIC BEHAVIOR
- 24 OBSERVE PATIENT FOR CHARACTER DISORDER BEHAVIOR
- 25 OBSERVE FOR/REPORT SYMPTOMS OF DRUG ABUSE, E.G. ACID, SPEED

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 05 OF RESPONSE BOOKLET
26	OBSERVE FOR/REPORT SYMPTOMS OF DRUG DEPENDENCY, E.G. FREQUENT REQUEST FOR PAIN MEDICATION
27	ORIENT PATIENT TO TIME, PLACE, PERSON
28	ASSIST PATIENT TO EXPRESS FEELINGS
29	ASSIST PATIENT IN HANDLING HIS FEELINGS, E.G. ELATION, DEPRESSION, ANGER
30	PREVENT OR STOP FIGHTS
31	GIVE CARE/INSTRUCTION TO PATIENT WHO CANNOT SPEAK OR UNDERSTAND ENGLISH
32	ADMINISTER BAPTISM
33	CONVERT MEDICATION DOSAGE FROM CC TO MINIMS, GRAINS TO GRAM
34	CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER, E.G. CC TO TSP, LBS TO KG
35	CONVERT PRESCRIBED DOSE INTO UNITS OF ADMINISTRATION, E.G. NUMBER OF CC, TABLETS
36	DILUTE OR MIX POWDERED MEDICATIONS
37	LABEL MULTIPLE DOSE VIALS WITH DATE AND CONCENTRATION
38	POUR/DRAW UP MEDICATIONS OTHER THAN NARCOTICS AND CONTROLLED DRUGS
39	POUR/DRAW UP NARCOTICS AND CONTROLLED DRUGS
40	APPLY TOPICAL SKIN/LIP MEDICATION, E.G. OINTMENT, POWDER
41	APPLY TOPICAL ANESTHESIA
42	APPLY TOPICAL MEDICATION TO MUCOSAL TISSUE, E.G. ORAL, EYE, STOMA
43	ADMINISTER MEDICATION TO EYE/EAR/NOSE
44	ADMINISTER ORAL MEDICATION
45	ADMINISTER SUBLINGUAL/BUCCAL MEDICATION
46	ADMINISTER MEDICATION BY SUBCUTANEOUS INJECTION
47	ADMINISTER INTRADERMAL INJECTION
48	ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA
49	ADMINISTER MEDICATION BY INTRAMUSCULAR INJECTION
50	ADMINISTER INNOCULATIONS AND VACCINATIONS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 06 OF RESPONSE BOOKLET
1	INSTILL MEDICATION INTO TUBE, MACHINE, E.G. TRACH TUBE, CATHETERS, I.P.P.B. MACHINE
2	ADMINISTER CONTROLLED DRUGS
3	ADMINISTER NARCOTICS
4	ENFORCE COMMUNICABLE DISEASE PROPHYLAXIS PROGRAM, E.G. MALARIA
5	ADMINISTER TREATMENT/MEDICATION TO COMBATIVE/UNCOOPERATIVE PATIENT
6	GIVE TUBERCULIN PPD TEST
7	GIVE TUBERCULIN TINE TEST
8	READ TUBERCULIN TEST REACTION
9	START I.V. THERAPY VIA NEEDLE/SCALP VEIN/BUTTERFLY
10	ADMINISTER MEDICATION BY INJECTION INTO IV TUBING
11	ADMINISTER I.V. MEDICATION VIA SOLUSET, PIGGY BACK, OR I.V. BOTTLE
12	ADMINISTER BLOOD EXPANDER OTHER THAN BLOOD, E.G. PLASMA, ALBUMIN
13	ADD MEDICATION TO AND LABEL I.V. SOLUTIONS
14	CALCULATE RATE OF I.V. FLOW, E.G. DROPS PER MINUTE
15	MONITOR/REGULATE INTRAVENOUS SOLUTION FLOW RATE
16	REGULATE I.V. FLOW/DRIP ACCORDING TO CHANGES IN VITAL SIGNS, MONITOR READINGS, URINARY OUTPUT
17	ADD/CHANGE I.V. BOTTLE DURING CONTINUOUS INFUSION
18	IRRIGATE I.V. TUBING
19	DISCONTINUE I.V. THERAPY
20	DETERMINE WHEN TO GIVE P.R.N. MEDICATION, E.G. PAIN, SEDATIVE, LAXATIVE
21	INITIATE INTRAVENOUS THERAPY
22	PRESCRIBE TYPE AND AMOUNT OF INTRAVENOUS FLUID THERAPY
23	PRESCRIBE ANALGESICS
24	PRESCRIBE NARCOTICS
25	REASSURE/SUPPORT PATIENT FOLLOWING TRAUMATIC INJURY, E.G. LOSS OF VISION, LIMB

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 06
OF RESPONSE BOOKLET

- 26 LISTEN TO PATIENT/FAMILY EXPRESS FEELINGS ON DEATH
- 27 COMFORT THE DYING PATIENT OR HIS FAMILY
- 28 GIVE EMERGENCY TREATMENT/FIRST AID FOR RESPIRATORY IMPAIRMENT
- 29 GIVE EMERGENCY TREATMENT/FIRST AID FOR SMOKE INHALATION
- 30 GIVE EMERGENCY TREATMENT/FIRST AID FOR CARBON DIOXIDE POISONING
- 31 GIVE EMERGENCY TREATMENT/FIRST AID FOR CARBON MONOXIDE POISONING
- 32 GIVE EMERGENCY TREATMENT/FIRST AID FOR HEMO/PNEUMOTHORAX
- 33 POSITION PATIENT WHO HAS DIFFICULTY BREATHING
- 34 INSERT AIRWAY
- 35 RESUSCITATE PATIENT USING MOUTH TO MOUTH TECHNIQUE
- 36 RESUSCITATE PATIENT USING AMBU BAG
- 37 RESUSCITATE PATIENT USING RESPIRATOR
- 38 INSERT NEEDLE INTO TRACHEA TO MAINTAIN AIRWAY
- 39 INTUBATE PATIENT'S TRACHEA/LARYNX
- 40 PERFORM CRICOTHYROTOMY
- 41 PERFORM TRACHEOTOMY/TRACHEOSTOMY
- 42 ADMINISTER COMPRESSION/RECOMPRESSION TREATMENT IN CHAMBER
- 43 RECOMPRESS PERSONNEL IN WATER
- 44 DRESS/PACK SUCKING CHEST WOUND
- 45 GIVE EMERGENCY TREATMENT/FIRST AID FOR CARDIAC ARREST
- 46 EXAMINE FOR SYMPTOMS OF INTERNAL HEMORRHAGE
- 47 OBSERVE FOR/REPORT SYMPTOMS OF SHOCK
- 48 GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL INJURIES
- 49 GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL HEMORRHAGE
- 50 GIVE EMERGENCY TREATMENT/FIRST AID FOR EXTERNAL HEMORRHAGE

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07 OF RESPONSE BOOKLET
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|----|--|
| 1 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SHOCK |
| 2 | GIVE EMERGENCY TREATMENT/FIRST AID FOR LACERATION |
| 3 | GIVE EMERGENCY TREATMENT/FIRST AID FOR ABDOMINAL EVISCERATION |
| 4 | MOVE/POSITION PATIENT WITH SUSPECTED INTERNAL INJURIES |
| 5 | POSITION PATIENT WHO HAS SYMPTOMS OF SHOCK |
| 6 | CONTROL MINOR BLEEDING, E.G. AFTER EXTRACTION OR INCISION |
| 7 | CONTROL BLEEDING BY APPLYING DIGITAL PRESSURE ON BLOOD VESSEL |
| 8 | CONTROL BLEEDING BY PRESSURE DRESSING |
| 9 | APPLY/CHANGE BATTLE DRESSINGS |
| 10 | APPLY/CHANGE HEAD/NECK DRESSINGS |
| 11 | APPLY/CHANGE ABDOMINAL DRESSINGS |
| 12 | APPLY/CHANGE OCCLUSIVE DRESSING |
| 13 | PACK INCISION/WOUND/CAVITY |
| 14 | CONTROL BLEEDING BY APPLYING TOURNIQUETS |
| 15 | CLAMP BLOOD VESSELS |
| 16 | INSERT ANTERIOR NASAL PACKING |
| 17 | PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO INCISION/
SUTURING/TREATMENT OR EXAMINATION |
| 18 | SUTURE SKIN |
| 19 | SUTURE SUBCUTANEOUS TISSUE |
| 20 | SUTURE MUCOSAL TISSUE |
| 21 | SUTURE FASCIA |
| 22 | SUTURE MUSCLE |
| 23 | SUTURE NERVE |
| 24 | SUTURE FACIAL LACERATIONS |
| 25 | ESTIMATE/RECORD BLOOD LOSS FOLLOWING HEMORRHAGE |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07 OF RESPONSE BOOKLET
26	EXAMINE FOR SIGNS OF SPRAINS
27	EXAMINE FOR SYMPTOMS OF FRACTURES
28	OBSERVE FOR/REPORT SYMPTOMS/SIGNS OF SKELETAL DISLOCATION
29	GIVE EMERGENCY TREATMENT/FIRST AID FOR SPRAIN/STRAIN/TORN LIGAMENT
30	GIVE EMERGENCY TREATMENT/FIRST AID FOR FRACTURES
31	GIVE EMERGENCY TREATMENT/FIRST AID FOR TRAUMATIC AMPUTATION
32	MOVE/POSITION PATIENT WITH SUSPECTED FRACTURES OF EXTREMITIES
33	POSITION EXTREMITIES TO REDUCE SWELLING OR BLEEDING
34	TAPE ANKLE, WRIST, KNEE, CHEST FOR IMMOBILIZATION
35	APPLY RIB BELT
36	APPLY/REMOVE SLING, E.G. ARM, LEG
37	APPLY/REMOVE SPLINT
38	APPLY TRACTION SPLINTS
39	PLACE PATIENT IN T-SPLINT CLAVICLE TRACTION
40	PLACE PATIENT IN SKELETAL TRACTION WITH THOMAS SPLINT
41	EXAMINE FOR EVIDENCE OF SPINAL CORD INJURIES
42	GIVE EMERGENCY TREATMENT/FIRST AID FOR SYNCOPE (FAINTING)
43	GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAD INJURY
44	GIVE EMERGENCY TREATMENT/FIRST AID FOR SPINAL CORD INJURY
45	MOVE/POSITION PATIENT WITH HEAD INJURIES
46	MOVE/POSITION COMATOSE/ANESTHETIZED PATIENT
47	MOVE/POSITION PATIENT WITH SUSPECTED SPINAL FRACTURES OR CORD INJURIES
48	OBSERVE/DESCRIBE OR REPORT CHARACTERISTICS OF CONVULSIONS/ SEIZURES
49	GIVE EMERGENCY TREATMENT/FIRST AID FOR CONVULSION
50	PROTECT PATIENT FROM INJURY DURING CONVULSION

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE OR OF RESPONSE BOOKLET
1	EXAMINE AND DESCRIBE BURNS, I. E. SOURCE, AREA, DEGREE
2	GIVE EMERGENCY TREATMENT/FIRST AID FOR CHEMICAL BURN
3	GIVE EMERGENCY TREATMENT/FIRST AID FOR ELECTRICAL BURN
4	GIVE EMERGENCY TREATMENT/FIRST AID FOR THERMAL BURN
5	OBSERVE FOR/REPORT SYMPTOMS OF DIVERS BENDS
6	GIVE EMERGENCY TREATMENT/FIRST AID FOR DIVER'S BENDS
7	GIVE EMERGENCY TREATMENT/FIRST AID FOR AIR EMBOLISM
8	EXAMINE FOR ENTRY AND EXIT AREA OF SHRAPNEL OR BULLETS
9	GIVE EMERGENCY TREATMENT/FIRST AID FOR EXPOSURE TO CHEMICAL WARFARE AGENT
10	GIVE EMERGENCY TREATMENT/FIRST AID FOR BLAST INJURY
11	GIVE EMERGENCY TREATMENT/FIRST AID FOR GUNSHOT WOUND
12	GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAT STROKE
13	GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAT EXHAUSTION
14	GIVE EMERGENCY TREATMENT/FIRST AID FOR COLD INJURY, E.G., FROST BITE
15	GIVE EMERGENCY TREATMENT/FIRST AID FOR SNAKE BITE
16	GIVE EMERGENCY TREATMENT/FIRST AID FOR ANIMAL BITE
17	GIVE EMERGENCY TREATMENT/FIRST AID FOR INSECT BITE
18	GIVE EMERGENCY TREATMENT/FIRST AID FOR FISH BITE/STING
19	IDENTIFY SPECIES OF SNAKE BY BITE IMPRESSION AND SYSTEMIC REACTION
20	GIVE EMERGENCY TREATMENT/FIRST AID FOR CORNEAL ABRASION
21	GIVE EMERGENCY TREATMENT/FIRST AID FOR PSYCHIATRIC CRISIS/ EPISODE
22	GIVE EMERGENCY TREATMENT/FIRST AID FOR DRUG/CHEMICAL INGESTION/ POISONING
23	GIVE EMERGENCY TREATMENT/FIRST AID FOR SEVERE DRUG REACTION
24	GIVE EMERGENCY TREATMENT/FIRST AID FOR ANAPHYLACTIC REACTION
25	GIVE EMERGENCY TREATMENT/FIRST AID FOR FOOD POISONING

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 08 OF RESPONSE BOOKLET
26	INSERT N.G./LEVINE TUBE
27	LAVAGE STOMACH, I.E. IRRIGATE UNTIL CLEAR
28	DELIVER BABY
29	LABEL/ACCESSION SPECIMEN CONTAINERS, E.G. TUBES, SLIDES
30	PREPARE, LABEL AND SEND ROUTINE SPECIMENS E.G. URINE, BLOOD TO LABORATORY
31	PREPARE, LABEL AND SEND CULTURE SPECIMENS TO LABORATORY
32	TAKE NASAL/EAR/THROAT SPECIMEN BY STERILE SWAB
33	TAKE PUS SPECIMEN FROM PATIENT
34	COLLECT BLOOD BY VENIPUNCTURE
35	GLOVE FOR STERILE PROCEDURE
36	PASS STERILE MATERIALS, EQUIPMENT, MEDICATION, TO PERSONNEL PERFORMING STERILE PROCEDURE
37	POUR STERILE SOLUTION, E.G. STERILE WATER, SALINE
38	OBTAIN EQUIPMENT, MEDICATIONS, INSTRUMENTS P.R.N. FOR PERSONNEL PERFORMING STERILE PROCEDURE
39	ARRANGE FURNITURE/SET UP EQUIPMENT/SUPPLIES FOR PROCEDURE, E.G. EXAM, TREATMENT
40	ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
41	REVIEW INCOMING MESSAGES/MEMOS
42	ACT AS A RECEPTIONIST
43	ASSIST PEOPLE IN FINDING CLINICS AND SPACES
44	PERFORM ADMINISTRATIVE ERRANDS, E.G. PICK-UP PAYCHECKS, DELIVER/RETURN TIME CARDS
45	DISTRIBUTE UNIT/COMMAND PAYCHECKS
46	SCREEN INCOMING/OUTGOING MAIL
47	SORT/FORWARD MAIL
48	DO ROUTINE FILING
49	MAINTAIN CARDEX FILE/SYSTEM
50	RELIEVE OTHERS FOR LUNCH/COFFEE BREAKS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09 OF RESPONSE BOOKLET
1	DELEGATE TYPING TASKS
2	TYPE
3	PREPARE MISCELLANEOUS CHITS, E.G., SPECIAL REQUESTS, CHECK CHITS
4	DRAFT OFFICIAL CORRESPONDENCE
5	DRAFT COMMENDATORY AWARDS FOR SUBORDINATES, E.G. LETTERS OF APPRECIATION
6	PREPARE ONE-TIME OR INFREQUENT REPORTS FOR REQUESTORS
7	PREPARE PERIODIC REPORTS FOR COMMAND, E.G. DEPARTMENT PATIENT CENSUS
8	MAKE ENTRIES INTO SERVICE RECORDS
9	PREPARE NECESSARY PAPERWORK TO UPDATE ORGANIZATION CHARTS
10	MAINTAIN ATTENDANCE RECORDS
11	COMPILE/UPDATE MAILING/ADDRESS LIST
12	MAINTAIN A SET OF REFERENCE BOOKS/MANUALS/PUBLICATIONS
13	AMEND CROSS REFERENCE LIST OF INSTRUCTIONS/MATERIALS
14	COMPILE STATISTICS NECESSARY TO MAKE REPORTS
15	CHART/GRAPH DATA
16	PERFORM SKETCHES/DRAWINGS FOR ASSIGNED PROJECTS
17	ENTER PATIENT IDENTIFICATION INFORMATION ONTO REPORTS/RECORDS
18	OBTAIN CONSENTS FOR PROCEDURES/AUTOPSY
19	OBTAIN/WITNESS PATIENT'S SIGNATURE FOR RELEASE OF MEDICAL INFORMATION, E.G., X-RAYS, RECORDS
20	PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, EEG
21	ASSEMBLE CHART, REQUISITIONS FOR PHYSICAL EXAMINATION
22	ASSEMBLE PATIENT RECORDS FOR REVIEW BY DOCTOR
23	FILE COMPLETED/RETURNED CHITS/REPORTS IN PATIENT RECORD
24	CHECK RETURNED LAB REPORT FOR COMPLETION OF REQUESTED TESTS
25	GRAPH PATIENT DATA, E.G., VITAL SIGNS, I AND O

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 09 OF RESPONSE BOOKLET
26	RECORD ADMINISTRATION OF MEDICATION ON PATIENT HEALTH RECORD
27	RECORD PHYSICIAN EXAMINATION FINDINGS
28	MAKE ENTRIES OF PRELIMINARY PHYSICAL EXAMINATION FINDINGS ON STD 88
29	MAKE ENTRIES ON NAVMED 6150/3 (SICK CALL TREATMENT RECORD)
30	MAKE ENTRIES ON STD FORM 600 (CHRONOLOGICAL RECORD OF MEDICAL CARE)
31	WRITE ORDERS IN PATIENT'S CHART FOR DOCTOR'S COUNTERSIGNATURE
32	TRANSCRIBE PHYSICIAN'S ORDERS
33	VERIFY COMPLETENESS OF DOCTOR'S ORDERS, E.G. FOR ALL ROUTINE ADMISSION OR PRE-OP ORDERS
34	VERIFY THAT DOCTOR'S ORDERS ARE UP-TO-DATE, E.G. TREATMENT, MEDICATION, DIET
35	VERIFY/UPDATE PATIENT'S DIAGNOSIS IN RECORD/CARDEX
36	CHECK CONSULTATION REQUESTS TO INSURE THE CORRECT STUDY IS TO BE CARRIED OUT
37	INVESTIGATE AIRCRAFT ACCIDENTS
38	INVESTIGATE AIRCRAFT ACCIDENTS/INCIDENTS FOR OXYGEN SYSTEM MALFUNCTIONS
39	DRAFT AIRCRAFT INCIDENT/ACCIDENT REPORTS
40	INVESTIGATE/REPORT ON INJURIES/INCIDENTS TO PATIENTS/STAFF/VISITORS
41	DRAFT WARD/CLINIC ACCIDENT/INCIDENT REPORTS, I.E. WORK INJURY REPORTS FOR PATIENTS OR STAFF
42	MAINTAIN MEDICAL/DENTAL RECORDS
43	CHECK PATIENTS CHART/HEALTH RECORD FOR COMPLETENESS OF FORMS/REPORTS/RECORDS
44	REVIEW MEDICAL/CASE RECORDS FOR COMPLETENESS, PROPER UTILIZATION
45	CHECK RECORDS FOR UP-TO-DATE IMMUNIZATIONS/X-RAYS/PHYSICALS
46	PICK UP PATIENTS DOCUMENTS FROM FILE
47	OBTAIN PATIENT'S PAST HOSPITALIZATION RECORDS/X-RAYS
48	LOCATE MISPLACED CHARTS/HEALTH RECORDS
49	MAINTAIN CALL LIST TO FILL BROKEN/CANCELLED APPOINTMENTS
50	SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10 OF RESPONSE BOOKLET
1	ARRANGE FOR/FOLLOW UP COMPLETION OF CLINICAL LABORATORY TEST
2	LOG IN PATIENTS TO CLINIC/DEPARTMENT/SICK CALL
3	MAINTAIN DAILY RECORDS ON PATIENT PROCEDURES/EXAMINATIONS PERFORMED
4	LOG ANALYSIS RESULTS
5	CUT AND MOUNT ECG STRIPS
6	SORT ECG TRACINGS FOR FILING
7	RECOMMEND ASSIGNMENT OF STAFF PERSONNEL TO UNIT/WARD
8	ASSIGN PERSONNEL TO DEPARTMENTS, AREAS, I.E. FOR COMMAND
9	RECOMMEND PERSONNEL FOR REASSIGNMENT, I.E. NEW COMMAND
10	RECOMMEND LEAVE/TIME OFF FOR PERSONNEL
11	PLAN FOR OVERTIME/LEAVE/LIBERTY/TIME OFF
12	REQUEST/RECOMMEND ADDITIONAL PERSONNEL WHEN REQUIRED
13	APPROVE/DISAPPROVE REQUESTS FOR ADDITIONAL PERSONNEL
14	GIVE FAMILIARIZATION BRIEFINGS TO NEWLY ARRIVING PERSONNEL
15	ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE
16	ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
17	DETERMINE DUTIES FOR PERSONNEL
18	ROTATE PERSONNEL DUTIES, E.G. FOR EXPERIENCE/VARIETY
19	ARRANGE TIME/DETAIL SCHEDULES
20	APPROVE TIME/DETAIL SCHEDULES
21	FILL OUT TIME SHEETS
22	ORGANIZE AND MAINTAIN WATCH, QUARTER AND STATION BILL
23	ESTABLISH DUTY/CALL/EMERGENCY RECALL ROSTER
24	MAINTAIN STATUS BOARD/CHART ON STAFF PERSONNEL
25	GIVE DIRECT SUPERVISION TO CORPSMEN/TECHNICIANS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10 OF RESPONSE BOOKLET
26	GIVE DIRECT SUPERVISION TO EMPLOYEES
27	CHECK/CORRECT CALCULATIONS PERFORMED BY OTHER TECHNICIANS
28	GIVE DIRECT SUPERVISION FOR THE PREPARATION OF REQUISITIONS/ PURCHASE ORDERS/WORK REQUESTS
29	INSPECT FOR PROPER UTILIZATION OF FORMS BY PERSONNEL
30	CHECK PERSONNEL FOR REQUIRED ATTIRE FOR ENTRY/EXIT FROM DEPARTMENT
31	ENSURE THAT ALL PERSONNEL MAINTAIN PROPER MILITARY BEARING, E.G. CLEANLINESS, ATTIRE
32	INSTRUCT/DIRECT PERSONNEL IN MAINTAINING SECURITY STANDARDS
33	EVALUATE THE PERFORMANCE OF PERSONNEL
34	INTERVIEW/COUNSEL/ADVISE STAFF
35	DETERMINE CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
36	RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
37	PLACE PATIENT/PERSONNEL ON REPORT
38	PREPARE PAPERWORK FOR DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
39	ASSIST IN COMMAND PERSONNEL INSPECTIONS
40	REVIEW/COMMENT ON/FORWARD PERSONNEL REQUESTS/MEMOS/LETTERS
41	REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
42	MAKE RECOMMENDATIONS ON/APPROVE/DISAPPROVE PERSONNEL REQUESTS TO ATTEND MEETINGS/CONFERENCES
43	AUTHORIZE EMERGENCY PASSES
44	RECOMMEND PERSONNEL FOR EDUCATION/TRAINING
45	RECOMMEND PERSONNEL FOR PROMOTION/DEMOTION
46	EFFECT ADMINISTRATIVE RECEIPT OF REPORTING PERSONNEL
47	PREPARE PAPERWORK FOR TRANSFER OF PERSONNEL
48	COORDINATE WITH BUMED ON MATTERS PERTAINING TO PERSONNEL
49	DETERMINE ELIGIBILITY OF INDIVIDUALS TO RECEIVE HEALTH CARE IN ACCORDANCE WITH REGULATIONS
50	ENSURE THAT PERSONNEL ARE AWARE OF HEALTH SERVICES AVAILABLE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11 OF RESPONSE BOOKLET
1	COORDINATE WITH ADMIN STAFF OF BASE/UNIT REGARDING POLICIES AFFECTING STAFF
2	KEEP PERSONNEL INFORMED OF ADMINISTRATIVE COMMUNICATION CHANGES
3	ESTABLISH CRITERIA/GUIDELINES FOR POSITIONS FOR SUBORDINATE PERSONNEL, E.G. WORK POSITIONS
4	RECOMMEND THE HIRING/TERMINATION OF PERSONNEL
5	HIRE/FIRE CIVILIAN PERSONNEL
6	CONDUCT STAFF MEETINGS TO DISCUSS PLANS/ACTIVITIES/PROBLEMS
7	CONSULT WITH STAFF TO DESIGN/AMEND/UPDATE PROCEDURES /TECHNIQUES
8	ARRANGE TRANSPORTATION FOR PATIENTS/PERSONNEL
9	CONTACT OTHER DEPARTMENTS TO OBTAIN/COORDINATE PATIENT/PERSONNEL APPOINTMENTS
10	DETERMINE THE PHYSICAL LAYOUT OF WORK AREA FURNITURE/EQUIPMENT
11	COORDINATE/ARRANGE FOR USE OF ROOMS, E.G. LECTURES, CONFERENCE
12	PLAN RECORD KEEPING SYSTEM FOR THE SECTION/DEPARTMENT/ACTIVITY
13	SUPERVISE THE MAINTENANCE OF OFFICE RECORDS
14	COMPOSE COMMAND DIRECTIVES ACCORDING TO SPECIFICATIONS
15	MAKE FINAL DECISION ON REJECTION/ACCEPTANCE OF DRAFTS/FINAL TYPED MATERIAL
16	REVIEW REPORTS/REQUESTS FOR PROPER PREPARATION AND COMPLETION
17	EVALUATE THE ADEQUACY/EFFECTIVENESS OF ROUTINE REPORTS
18	APPROVE SPECIAL REQUEST/REQUISITION CHITS
19	PREPARE STANDING OPERATING PROCEDURES, GUIDES AND INSTRUCTIONS FOR USE BY PERSONNEL
20	REVIEW BOOKS/PUBLICATIONS/RECORDS FOR DISPOSAL
21	REVIEW DUTY/WARD LOG BOOK
22	MAINTAIN LOG OF QUALITY CONTROL PROCEDURES
23	DEVELOP/REVISE NEC SPECIFICATIONS
24	ANALYSE JOBS, E.G. ASSESS ADEQUACY OF A POSITION'S DESCRIPTION/ DESIGN
25	ASSIST IN COMPOSING/REVISING JOB DESCRIPTIONS

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11
OF RESPONSE BOOKLET

- 26 COMPOSE/OR REVISE JOB/POSITION DESCRIPTIONS
- 27 DEVELOP/ESTABLISH STANDARDS TO EVALUATE MANPOWER PERFORMANCE
- 28 MODIFY OR WRITE NEW TECHNICAL PROCEDURES
- 29 DEVELOP IMPROVED WORK METHODS AND PROCEDURES
- 30 INSTITUTE CHANGES TO IMPROVE WORKING CONDITIONS
- 31 PERFORM DUTIES OF PUBLIC RELATIONS REPRESENTATIVE FOR DEPARTMENT/UNIT
- 32 ESTABLISH LIAISON WITH CIVILIAN SPECIALISTS/CONSULTANTS
- 33 ANSWER QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS
- 34 COORDINATE WITH OTHER DEPARTMENTS CONCERNING PROTOCOL VISITS/CIVILIAN TOURS
- 35 CONDUCT TOURS OF FACILITY FOR VISITORS
- 36 CONDUCT COMMAND INSPECTIONS
- 37 ASSIST IN COMMAND INSPECTIONS
- 38 ASSIST IN COMMAND MATERIAL INSPECTIONS
- 39 ARRANGE FOR BRIEFINGS
- 40 CONDUCT BRIEFINGS
- 41 BRIEF THE COMMANDING OFFICER
- 42 COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT
- 43 COORDINATE WITH SCHOOL GUIDANCE DEPARTMENTS
- 44 DRAFT ASSIGNED PROJECT REPORTS
- 45 CONDUCT/ADMINISTER IMMUNIZATION PROGRAMS
- 46 ORGANIZE/PREPARE A MINOR CASUALTY PLAN
- 47 ORGANIZE/PREPARE A MASS CASUALTY PLAN
- 48 SUPERVISE DISASTER CONTROL PROGRAM
- 49 LOG RUNNING EXPENSES/EXPENDITURE OF MONIES
- 50 LOG LOCAL PURCHASE INFORMATION

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12
| OF RESPONSE BOOKLET

- 1 | MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES
- 2 | LOG RECOVERABLE INVOICE FORM
- 3 | LOG BLANKET PURCHASE ORDER INVOICE NUMBERS
- 4 | MAINTAIN LEDGER OF SUPPLY/STOCK, E.G., REQUISITIONS, COST ACCOUNTING
- 5 | MONITOR THE EXPENDITURES AND UTILIZATION OF FUNDS
- 6 | MAKE RECOMMENDATIONS ON BUDGET PROPOSALS
- 7 | PROJECT COSTS FOR EQUIPMENT NEEDS
- 8 | DETERMINE SUPPLIES AND EQUIPMENT BUDGET
- 9 | PROJECT PORTION OF BUDGET TO BE USED FOR TRAINING
- 10 | COORDINATE COST REDUCTION PROGRAMS
- 11 | CHANGE LINENS, E.G. BED, EXAM TABLES, BEDSIDE CURTAIN
- 12 | ARRANGE FOR HOUSEKEEPING/CLEANLINESS OF AREA
- 13 | DO HOUSEKEEPING/CLEANING DUTIES
- 14 | INSPECT SPACES FOR CLEANLINESS
- 15 | CLEAN AND DISINFECT WORKING AREA
- 16 | DO CLEANING/DEFROSTING REFRIGERATOR AS REQUIRED
- 17 | COLLECT/REMOVE TRASH/GARBAGE
- 18 | INSPECT BREATHING MASKS (OXYGEN OR GAS) FOR MALFUNCTION
- 19 | CHECK COMPRESSED GAS TANKS FOR LEAK, E.G. OXYGEN
- 20 | INSPECT HYPER/HYPOBARIC CHAMBER ELECTRICAL AND OXYGEN SYSTEMS FOR FIRE HAZARDS
- 21 | PERFORM IN-FLIGHT TESTS FOR FUMES AND NOISE LEVEL
- 22 | CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS
- 23 | DO PERIODIC MECHANICAL SAFETY CHECKS ON POWER OPERATED EQUIPMENT
- 24 | PERFORM ROUTINE SAFETY INSPECTIONS
- 25 | SPECIFY CLOTHING REQUIRED FOR PROTECTION FROM EQUIPMENT AND ENVIRONMENTAL HAZARDS

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12 OF RESPONSE BOOKLET
26	INSPECT FOR AVAILABILITY AND USE OF SAFETY EQUIPMENT IN HAZARDOUS AREAS
27	INSPECT FOR USE OF PROTECTIVE CLOTHING IN OCCUPATIONALLY HAZARDOUS AREAS
28	INSPECT WORKING AREAS TO ENSURE THEY MEET INDUSTRIAL HYGIENE SPECIFICATIONS
29	PERFORM DAILY MAINTENANCE INSPECTION OF WORKSPACES
30	ENSURE THAT SAFE INDUSTRIAL PRACTICES ARE ADHERED TO, E.G. USE OF PROTECTIVE EYE GLASSES
31	RECOMMEND ACCIDENT PREVENTIVE MEASURES
32	INSPECT TOILETS AND WASHROOMS
33	INSPECT LIVING QUARTERS
34	INSPECT SWIMMING POOL AND BATHHOUSE
35	PROVIDE ADVICE ON IMPROVING HYGIENIC CONDITIONS
36	DO SUPPLY/EQUIPMENT INVENTORY
37	VERIFY AND CO-SIGN INVENTORY
38	PREPARE INVENTORY REPORTS
39	MAINTAIN A SUPPLY (EQUIPMENT, MATERIALS) INVENTORY SYSTEM
40	CONDUCT AUDITS/INVENTORY ALCOHOL/PRECIOUS METALS/NARCOTICS
41	PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT
42	CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS
43	ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
44	REQUISITION TRAINING AIDS FROM OTHER HOSPITALS/CLINICS OR CIVILIAN/GOVERNMENT HEALTH FACILITIES
45	PREPARE REQUEST FORM FOR PHCTOGRAPHIC/PRINTING SERVICES
46	REVIEW REQUISITIONS
47	VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/ MATERIAL
48	APPROVE REQUISITIONS
49	APPROVE/DISAPPROVE OFFICE PURCHASE REQUESTS
50	APPROVE/DISAPPROVE NEW EQUIPMENT REQUESTS

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- 1 ESTABLISH SUPPLY USAGE RATE
- 2 EVALUATE THE MAINTENANCE AND USE OF SUPPLIES, EQUIPMENT AND WORK SPACE
- 3 MAINTAIN STOCK OF STERILE SUPPLIES
- 4 MAINTAIN STOCK OF CHEMICAL SOLUTIONS
- 5 MAINTAIN UNIT/WARD/SECTION FIRST AID AND EMERGENCY EQUIPMENT
- 6 MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPACE PARTS FOR UNIT
- 7 MAINTAIN BLANK (STANDARD) FORMS CONTROL
- 8 MAINTAIN PROPERTY CUSTODY CARDS FOR EQUIPMENT
- 9 REPLENISH TESTING ROOM WITH SUPPLIES
- 10 COORDINATE LOADING AND UNLOADING OF EQUIPMENT
- 11 UNPACK EQUIPMENT
- 12 INSPECT SUPPLIES/EQUIPMENT FOR ACCEPTABILITY/DAMAGE/LOSS/PILFERAGE
- 13 ATTACH IDENTIFYING TAG TO COMPONENTS/EQUIPMENT
- 14 ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS
- 15 PICK UP/DELIVER EQUIPMENT
- 16 TRANSPORT STERILE EQUIPMENT/SUPPLIES, RETURN DIRTY OR EXPIRED ITEMS TO CENTRAL SUPPLY ROOM
- 17 ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
- 18 STORE SUPPLIES
- 19 STORE INSTRUMENTS
- 20 ROTATE INVENTORY
- 21 INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY
- 22 PACKAGE (WRAP/DATE/LABEL) STERILE SUPPLIES
- 23 CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS
- 24 DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/EXPIRATION DATE
- 25 TRANSPORT LAUNDRY TO/FROM LAUNDRY ROOM

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- | | |
|----|---|
| 26 | DO FOLDING, WRAPPING AND STORING OF LAUNDRY/LINEN |
| 27 | INSPECT CONDITION OF FILM STORAGE AREAS, I.E. FOR PROPER TEMPERATURE/LIGHT/HUMIDITY |
| 28 | PREPARE X-RAY FILMS FOR MAILING |
| 29 | DETERMINE CORRECT NUMBER OF TABLES/STRETCHERS FOR PATIENTS |
| 30 | DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES |
| 31 | EVALUATE FLYING CLOTHING/ACCESSORIES |
| 32 | EVALUATE NEW EQUIPMENT, I.E. USER TEST |
| 33 | REQUISITION FLIGHT CLOTHING |
| 34 | MODIFY FLYING-DIVING CLOTHING AND EQUIPMENT |
| 35 | MODIFY EQUIPMENT FOR NON-STANDARD USAGE |
| 36 | PREPARE SIZE SCALES FOR SPECIAL CLOTHING |
| 37 | PACK SURVIVAL SEAT PACKS |
| 38 | CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES |
| 39 | SURVEY SUPPLIERS REGARDING COST OF EQUIPMENT/SUPPLIES |
| 40 | CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND KNOWLEDGE OF EQUIPMENT/SUPPLIES |
| 41 | COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS |
| 42 | COMPOSE INITIAL PROJECTIONS FOR EQUIPMENT NEEDS |
| 43 | READ EQUIPMENT MANUALS FOR OPERATION AND MAINTENANCE OF EQUIPMENT |
| 44 | CLEAN ELECTRODES |
| 45 | WASH GLASSWARE/INSTRUMENTS |
| 46 | DISINFECT INSTRUMENTS/MATERIALS/EQUIPMENT |
| 47 | PERFORM PREVENTIVE MAINTENANCE |
| 48 | CHECK PRESSURIZED TANKS FOR QUANTITY OF GAS, E.G. OXYGEN, HELIUM |
| 49 | RUN TEST STANDARD TO CHECK ACCURACY OF EQUIPMENT |
| 50 | SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14 OF RESPONSE BOOKLET
1	DETERMINE IF EQUIPMENT NEEDS REPAIR/SERVICE
2	DETERMINE IF REPAIR IS WITHIN UNIT CAPABILITIES
3	PREPARE WORK ORDERS/WORK REQUESTS
4	PREPARE PAPERWORK FOR EQUIPMENT REPAIR/MAINTENANCE
5	PREPARE PAPERWORK FOR RETURN OF DAMAGED MATERIALS/SUPPLIES/EQUIPMENT
6	COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/MAINTENANCE
7	ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
8	DO MINOR REPAIR ON EQUIPMENT
9	CONDUCT ACCEPTANCE TESTS ON CHAMBER FOLLOWING REPAIR/OVERHAUL
10	READ/USE PHARMACEUTICAL MANUALS, FORMULARY, POR
11	DETERMINE SIMILARITIES BETWEEN PHARMACEUTICAL TRADE NAMES AND GENERIC NAMES
12	ANSWER PERSONNEL INQUIRIES REGARDING MIXING/ADMINISTERING DRUGS
13	PROVIDE INFORMATION ON SYMPTOMS/TREATMENT OF DRUG TOXICITY
14	CHECK DRUGS FOR SUPPLY NEEDS
15	DO AN INVENTORY OF DRUGS OTHER THAN NARCOTICS AND CONTROLLED DRUGS
16	ORDER STOCK MEDICATIONS FROM PHARMACY
17	ORDER DRUGS LISTED IN FEDERAL SUPPLY CATALOGUE
18	DELIVER REQUISITIONED PHARMACEUTICALS TO WARD/CLINIC
19	CHECK REQUISITIONS AGAINST DRUG ISSUES
20	CLASSIFY AND STORE DRUGS
21	SAFEGUARD POISONS
22	DETERMINE EXPIRATION DATE OF LOCALLY COMPOUNDED PHARMACEUTICALS
23	MONITOR EXPIRATION DATED PHARMACEUTICALS
24	DISPOSE OF/RETURN MEDICATIONS/DRUGS WHOSE SHELF-LIFE HAS EXPIRED
25	CHECK DRUGS FOR VISIBLE CONTAMINATION/DETERIORATION, E.G. CLOUDINESS, COLOR CHANGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14 OF RESPONSE BOOKLET
26	ROTATE PHARMACEUTICAL STOCKS TO INSURE FRESHNESS AND POTENCY
27	DISPOSE OF MEDICATIONS PREPARED BUT NOT ADMINISTERED
28	DISPOSE/REPACK UNCLAIMED MEDICATIONS/DRUGS
29	INSPECT DRUG STORAGE IN WARD/CLINIC/DEPARTMENT
30	CHECK/COUNT NARCOTICS/CONTROLLED DRUGS
31	ORDER NARCOTICS AND CONTROLLED DRUGS FROM THE PHARMACY
32	DO FORMAL INVENTORY OF NARCOTICS AND CONTROLLED DRUGS
33	DELIVER NARCOTICS/CONTROLLED DRUGS/ALCOHOL TO WARD/CLINIC/OTHER DEPARTMENTS
34	SIGN FOR NARCOTICS AND RESTRICTED DRUGS
35	MAKE ENTRIES ON NAVMED 6710/1 (NARCOTIC AND CONTROLLED DRUG ACCOUNT RECORD)
36	PREPARE SUMMARIES OF NARCOTIC/CONTROLLED DRUG/ALCOHOL ISSUES
37	RECORD DRUG WASTAGE
38	DETERMINE STORAGE AREA FOR NARCOTICS/CONTROLLED DRUGS
39	PREPARE STORAGE FOR SUPPLY OF NARCOTICS/CONTROLLED DRUGS
40	CHECK PRESCRIBED MEDICATIONS FOR INCOMPATIBILITIES OF ADMINISTRATION OR MIXING
41	CHECK ORDERED MEDICATIONS FOR OVER DOSAGE AND CONTRAINDICATIONS
42	CONFER WITH PRESCRIBING DOCTOR ON QUESTIONS CONCERNING PRESCRIPTIONS
43	NOTIFY DOCTOR OF ERRORS IN MEDICATION ORDERS
44	WRITE PRESCRIPTION RENEWALS FOR DOCTOR'S SIGNATURE
45	DETERMINE MEDICATIONS AND SUPPLIES FOR DRUG KITS
46	ASSEMBLE/PACK DRUG KITS ACCORDING TO CHECK LIST
47	PACKAGE DRUG ORDERS FOR WARD/CLINIC/DEPARTMENT ISSUE
48	ISSUE FILLED PRESCRIPTIONS
49	ISSUE NON-PRESCRIPTION MEDICATIONS E.G. ASPIRIN
50	ISSUE DRUG KITS/FILLERS

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 16
OF RESPONSE BOOKLET

- 1 COMPLETE REPORT FORMS ON DRUG ABUSE
- 2 ASSIST PATIENTS DURING EVACUATION PROCEDURES
- 3 SORT/CATEGORIZE CASUALTIES
- 4 IDENTIFY/MARK CASUALTY WHO HAS RECEIVED TREATMENT, E.G. MARK WITH T.M.
- 5 DETERMINE IF PATIENT IS TRANSPORTABLE
- 6 DETERMINE METHOD OF MOVING/TRANSPORTING PATIENT
- 7 MOVE CASUALTY USING DRAGS/CARRIES
- 8 DETERMINE METHOD OF EVACUATING PATIENT, E.G. AMBULANCE, HELICOPTER
- 9 DETERMINE NEED AND INITIATE TRANSFER OF PATIENT TO A MEDICAL CARE FACILITY
- 10 DETERMINE WHEN TO CALL MEDEVAC FOR FIELD EVACUATION
- 11 DETERMINE WHEN TO RESCUE CASUALTY IN COMBAT AREA
- 12 DETERMINE PRIORITIES FOR EVACUATION OF PATIENTS
- 13 CLASSIFY PATIENT FOR AIR EVACUATION
- 14 DETERMINE ORDER OF EMBARKATION OF PATIENTS ONTO HELICOPTER
- 15 DETERMINE TREATMENT CENTER FOR CASUALTY
- 16 LOAD/UNLOAD PATIENT FROM HELICOPTER
- 17 LOAD/UNLOAD PATIENT FROM HELICOPTER/SHIP LIFTS
- 18 DETERMINE PLACEMENT OF PATIENT IN HELICOPTER
- 19 POSITION/SECURE THERAPEUTIC EQUIPMENT IN AIRBORNE HELICOPTER
- 20 SECURE LITTER IN HELICOPTER/AIRPLANE
- 21 RESTRAIN/CONTROL PATIENT PHYSICALLY, E.G. ARM HOLD
- 22 RESTRAIN PATIENTS, E.G. LINEN-LEATHER STRAPS, POSIE BELT, BLANKET WRAPS
- 23 ACCOMPANY PATIENTS ON MEDICAL AIR EVACUATIONS
- 24 EVACUATE CASUALTIES
- 25 REASSURE/CALM PATIENTS IN AIRCRAFT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15 OF RESPONSE BOOKLET
26	EXPLAIN AIRCRAFT EVACUATION SAFETY PRECAUTIONS/ROUTINE FLIGHT INFORMATION
27	GIVE CARE TO PATIENT IN AIRCRAFT
28	PREPARE MEDICATIONS AND RECORDS FOR PATIENT IN FLIGHT
29	GIVE TRANSFER REPORT TO WARD OR RECEIVING UNIT ON PATIENT'S CONDITION, TREATMENT AND CARE PLAN
30	INFORM HOSPITAL AUTHORITIES OF PATIENTS CONDITION
31	TRANSPORT NON AMBULATORY PATIENT TO OTHER DEPARTMENTS/CLINICS
32	COORDINATE MEDICAL EVACUATIONS
33	COORDINATE WITH HOSPITAL ON ADMISSION OF PATIENTS
34	COORDINATE PATIENT TRANSFER BETWEEN MEDICAL FACILITIES
35	COORDINATE THE RECEIPT OF AEROMEDICAL EVACUATIONS
36	SUPERVISE PATIENT EVACUATION, E.G. ENSURE PATIENT IS MEDICALLY SECURED FOR TRANSPORT
37	FILL OUT/COMPLETE U.S. FIELD MEDICAL CARD (DD FORM-1380)
38	FILL OUT/COMPLETE CASUALTY CARD (NAVMC 10453-PO)
39	PREPARE CASUALTY/DEATH REPORTS
40	DETERMINE ELEVATION, LOCATION, DISTANCE, AND TERRAIN FEATURES USING FIELD MAPS
41	MARK OBSTRUCTIONS NEAR AIR LANDING
42	SELECT AIR LANDING SITES
43	PARTICIPATE IN NIGHT COMBAT EXERCISES
44	SPOT ENEMY FIRE FROM HELICOPTER
45	PARA-JUMP TO EVACUATE CASUALTIES
46	FIELD STRIP PERSONAL WEAPONS
47	FAM FIRE THE PERSONAL WEAPON
48	FAM FIRE THE M-50 CAL MACHINE GUN
49	FAM FIRE HANDGRENADES
50	SERVE AS CASUALTY CARE COORDINATOR

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 16
OF RESPONSE BOOKLET

- 1 ESTABLISH MEDICAL DEPARTMENT GUIDELINES AND POLICY FOR AN EDUCATION/TRAINING PROGRAM
- 2 ESTABLISH MEDICAL DEPARTMENT GUIDELINES AND POLICY FOR CURRICULUM TRAINING CONTENT
- 3 ESTABLISH POLICY FOR PROGRAM DOCUMENTATION/RECORD KEEPING
- 4 ESTABLISH TRAINING QUOTAS/SCHEDULES
- 5 ESTABLISH CRITERIA FOR SELECTION OF PARTICIPANTS IN EDUCATION/TRAINING PROGRAMS
- 6 ESTABLISH GRADING PROCEDURES AND PASS-FAIL CRITERIA
- 7 PREPARE RECOMMENDATIONS FOR DEVELOPMENT OF NEW EDUCATION/TRAINING PROGRAMS
- 8 MONITOR EDUCATION/TRAINING ACTIVITIES FOR ADHERENCE TO POLICY
- 9 RESOLVE CONFLICTS IN TECHNICAL CURRICULUM PLANNING/IMPLEMENTATION
- 10 SUPERVISE/DIRECT UNIT'S OJT PROGRAM
- 11 COORDINATE AFFILIATE PROGRAMS FOR STUDENT TRAINEES FROM OTHER INSTITUTIONS
- 12 COORDINATE WITH SUPERVISORS/INSTRUCTORS ON STUDENT TRAINING
- 13 COORDINATE WITH USER ACTIVITIES TO OBTAIN FEEDBACK ON PERFORMANCE OF TRAINING PROGRAM GRADUATES
- 14 CRITIQUE BRIEFINGS, CONFERENCES, CONVENTIONS
- 15 VISIT CIVILIAN EDUCATIONAL/HEALTH INSTITUTIONS, E.G. TO FACILITATE COMMUNICATIONS
- 16 OBTAIN APPROVAL FOR INDIVIDUAL STUDENTS/STAFF TO CONDUCT RESEARCH PROJECTS
- 17 COORDINATE DOCTORS/GUESTS LECTURES
- 18 COORDINATE CLASS SCHEDULES WITHIN COMMAND
- 19 SCHEDULE LECTURES
- 20 SCHEDULE CLASS TIMES, LOCATION
- 21 ANALYZE TRAINING STATUS OF THE DEPARTMENT
- 22 EVALUATE CLASSROOM/CLINICAL INSTRUCTIONAL TECHNIQUES
- 23 EVALUATE INSTRUCTIONAL MATERIAL FOR CONTENT
- 24 REVIEW/PREPARE WRITTEN CRITIQUE OF INSTRUCTIONAL MATERIALS
- 25 EVALUATE EFFECTIVENESS OF UNIT'S OJT PROGRAM

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 16 OF RESPONSE BOOKLET
26	EVALUATE TEACHER EFFECTIVENESS
27	EVALUATE INSTRUCTOR'S ABILITY IN CLINICAL TEACHING
28	EVALUATE MASS CASUALTY SIMULATION
29	EVALUATE MEDICAL FIELD EXERCISES/DRILLS
30	EVALUATE COMBAT TRAINING FOR MEDICAL PERSONNEL
31	REVIEW INSTRUCTIONAL STAFF QUALIFICATIONS
32	IDENTIFY PERSONNEL AVAILABLE TO PARTICIPATE IN EDUCATION AND TRAINING PROGRAMS
33	SELECT INSTRUCTORS FOR TRAINING PROGRAM
34	PLAN INSTRUCTOR'S TEACHING ASSIGNMENT
35	NOMINATE INDIVIDUALS FOR EDUCATION/TRAINING PROGRAM ATTENDANCE
36	SELECT APPLICANTS FOR TRAINING
37	PLAN COURSE CONTENT FOR TECHNICAL SCHOOL COURSE
38	PLAN CONTENT FOR OJT PROGRAM
39	DESIGN IN-SERVICE TRAINING COURSES
40	PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING
41	SUGGEST TOPICS FOR CLASSES/CONFERENCES
42	SELECT NEW MATERIALS/ADVANCED KNOWLEDGE FOR TEACHING PURPOSES
43	EVALUATE/SELECT AUDIOVISUAL MATERIALS,E.G. FILMS
44	SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES,E.G. PATIENTS,CASE STUDIES
45	DESIGN TRAINING AIDS, ILLUSTRATIONS, GRAPHICS
46	DRAW UP STATISTICAL GRAPHS, TABLES, CHARTS
47	PLAN INSTRUCTIONAL - STAFF MEETINGS
48	SUGGEST IMPROVEMENTS FOR COURSE/CURRICULUM CONTENT
49	REVISE CURRICULUM ON BASIS OF FEEDBACK ON STUDENT/GRADUATE PERFORMANCE
50	REVIEW INDIVIDUAL TRAINEE RECORDS IN PLANNING INSTRUCTION

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 17 OF RESPONSE BOOKLET
1	PREPARE STATEMENTS OF COURSE OBJECTIVES
2	WRITE LESSON PLANS
3	WRITE/EDIT INSTRUCTIONAL LITERATURE FOR HANDOUT TO TRAINEES/STAFF
4	WRITE USER INSTRUCTIONS FOR NEW EQUIPMENT OR NEW PROCEDURES
5	DEVELOP EXERCISE/DRILL CONTENT
6	REVIEW INSTRUCTORS' TESTS, WRITTEN AND PRACTICAL EXAMINATION
7	MAINTAIN FILES OF TEST QUESTIONS OF KNOWN DIFFICULTY
8	ASSEMBLE TESTS FROM FILES OF ANALYZED TEST ITEMS
9	WRITE TEST ITEMS, E.G. MULTIPLE-CHOICE QUESTIONS
10	REVISE TEST ITEMS ON BASIS OF ITEM ANALYSIS
11	PREPARE ADVANCEMENT IN RATE EXAMINATIONS
12	PLAN CURRICULUM FOR ENTIRE TECHNICAL SCHOOL
13	WRITE TRAINING SCRIPTS FOR SIMULATION EXERCISES/DRILLS
14	DEVELOP TEACHING/LEARNING PACKAGES ON SELECTED SUBJECTS TO INCLUDE LESSON PLANS, BIBLIOGRAPHIES
15	WRITE DETAILED TRAINING SYLLABUS
16	WRITE/REVISE/AMEND RATE TRAINING MANUALS
17	DIRECT SET UP ON ROOMS FOR CLASSES, CONFERENCES, WORKSHOPS, LECTURES
18	SET UP CLASSROOMS/CONFERENCE SPACES, AUDITORIUMS FOR CLASSES, CONFERENCES, WORKSHOPS, LECTURES
19	ARRANGE FOR USE OF LECTURE/TEACHING/DEMONSTRATION AIDS AND EQUIPMENT
20	APPROVE REQUESTS FOR TRAINING AIDS/MATERIALS/BOOKS
21	SET UP/BREAK DOWN CLASSROOM DEMONSTRATIONS/TEACHING AIDS
22	ADVISE LIBRARIAN ON MAINTENANCE AND PURCHASE OF MEDICAL/TECHNICAL PUBLICATIONS
23	WRITE BROCHURES/LITERATURE/RELEASE ON EDUCATION/TRAINING PROGRAMS
24	MAINTAIN LIBRARY/LITERATURE ON EDUCATION/TRAINING OPPORTUNITIES
25	MAINTAIN BULLETIN BOARDS/VISUAL DISPLAYS AS INSTRUCTIONAL TOOLS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 17 OF RESPONSE BOOKLET
26	TEACH FORMAL CLASSES
27	CONDUCT IN-SERVICE TRAINING COURSES
28	CONDUCT TEACHING ROUNDS
29	CONDUCT SEMINARS
30	PERFORM CLASSROOM DEMONSTRATIONS
31	DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT
32	DEMONSTRATE NEW EQUIPMENT OR PRODUCTS TO STUDENTS/STAFF
33	DELIVER/READ TECHNICAL PAPERS AT CONFERENCES/CLASSES/CONVENTIONS
34	WRITE REPORTS FOR CLASSES/CONFERENCES
35	LEAD DISCUSSION ON MEDICAL TOPICS DURING UNIT'S CLASSES/CONFERENCES
36	ACT AS TEACHER-GUIDE ON FIELD TRIPS
37	GIVE FIRST AID INSTRUCTION
38	INSTRUCT PERSONNEL IN SELF-AID/BUDDY AID
39	INSTRUCT ON PERSONAL HYGIENE
40	LECTURE/ORIENT PERSONNEL ON DENTAL CARE AND HYGIENE
41	INSTRUCT PERSONNEL ON GENERAL MENTAL HEALTH CONCEPTS
42	LECTURE/ORIENT PERSONNEL ON VD AND OTHER SOCIAL DISEASES
43	INSTRUCT PERSONNEL ON PREVENTIVE HEALTH MEASURES SPECIFIC TO ASSIGNMENT IN A FOREIGN COUNTRY
44	LECTURE/ORIENT PERSONNEL ON ALCOHOL AND DRUG ABUSE
45	CONDUCT MALARIA DISCIPLINE TRAINING
46	INSTRUCT NON-MEDICAL PERSONNEL IN HEALTH SUBJECTS
47	INSTRUCT ON NON-PROFESSIONAL SUBJECTS
48	CONDUCT SPECIAL PREP-SESSION FOR ADVANCEMENT EXAMS
49	TRAIN INSTRUCTORS
50	CONDUCT CLASSES ON VISUAL CHANGES/PROBLEMS RELATED TO FLIGHT, E.G. NIGHT VISION

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 1B OF RESPONSE BOOKLET
1	CONDUCT CLASSES ON SPATIAL DISORIENTATION
2	CONDUCT CLASSES ON BODY RESPONSE TO ALTITUDE CHANGES
3	TEACH VALSALVA TECHNIQUE WITH/WITHOUT OXYGEN
4	CONDUCT CLASSES ON OPERATION/MAINTENANCE OF OXYGEN EQUIPMENT
5	CONDUCT CLASSES ON USE OF POSITIVE PRESSURE BREATHING MASKS
6	CONDUCT CLASSES ON OPERATION OF TRAINING EQUIPMENT, E.G. DILBERT DUNKER, EJECTION SEAT
7	CONDUCT CLASSES ON OPERATION OF EJECTION SEATS
8	CONDUCT CLASSES ON OPERATION OF PARACHUTE DRCP/DRAG DEVICES
9	CONDUCT CLASSES ON OPERATION/MAINTENANCE OF FULL PRESSURE SUIT
10	CONDUCT CLASSES ON FITTING OF EQUIPMENT, E.G. PRESSURE SUIT, OXYGEN MASKS
11	CONDUCT CLASSES ON OPERATION OF HYPOBARIC/ALTITUDE CHAMBERS
12	TRAIN NON-MEDICAL PERSONNEL TO OPERATE AND MAN DECOMPRESSION CHAMBERS
13	PARTICIPATE AS CHIEF OBSERVER ON CHAMBER RUN
14	PARTICIPATE AS INSIDE OBSERVER ON CHAMBER RUN
15	DETERMINE NEED TO MODIFY ASCENT/DESCENT OF CHAMBER
16	DETERMINE NEED TO STOP CHAMBER RUN
17	MAINTAIN LOG OF HYPO/HYPERBARIC CHAMBER OPERATIONS
18	CONDUCT CLASSES ON WATER SURVIVAL TECHNIQUES
19	CONDUCT CLASSES ON USE OF WATER SURVIVAL/RESCUE EQUIPMENT, E.G. HELED HOIST
20	CONDUCT CLASSES ON WATER SURVIVAL RESCUE TECHNIQUES
21	INSTRUCT PERSONNEL (USER) IN CARE AND MAINTENANCE OF MEDICAL/DENTAL EQUIPMENT
22	GIVE FIELD MEDICAL TRAINING UNDER SIMULATED COMBAT CONDITIONS
23	PLAN/CONDUCT MEDICAL FIELD EXERCISES/DRILLS
24	PLAN/CONDUCT MASS CASUALTY SIMULATION
25	DRAW UP STUDENT COURSE ASSIGNMENTS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 18 OF RESPONSE BOOKLET
26	PLAN/WRITE STUDENTS ROTATION SCHEDULE
27	ORIENT TRAINEES/STUDENTS TO PROGRAM, I.E. OBJECTIVES OF PROGRAM, CLASS SCHEDULE
28	SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
29	CHECK INDIVIDUAL'S PROGRESS DURING OJT
30	DECIDE WHEN TRAINEE IS CAPABLE OF PERFORMING A PROCEDURE WITHOUT DIRECT SUPERVISION
31	ADMINISTER EXAMINATIONS
32	SCORE/CORRECT QUIZZES/EXAMINATIONS MANUALLY
33	RECOMMEND GRADING PROCEDURES/PASS-FAIL CRITERIA
34	COMPUTE TEST GRADES
35	PERFORM STATISTICAL ANALYSES OF CLASS PERFORMANCE, E.G. TEST RESULTS, STEM ANALYSIS
36	EVALUATE STUDENTS PERFORMANCE/PROGRESS
37	COMPOSE STUDENT EVALUATION REPORT
38	ASSIGN GRADES FOR INDIVIDUAL PERFORMANCE
39	MAINTAIN RECORD OF TRAINEE'S EXPERIENCE IN OJT PROGRAM, E.G. COURSES, PRACTICAL EXPERIENCE
40	POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS
41	PREPARE CLASS RECORDS
42	REVIEW/VERIFY SPECIAL TRAINING RECORD ENTRIES, E.G., DEGREES/ LICENSES
43	PERFORM INPUT PROCEDURES FOR AUTOMATED SCHOLASTIC RECORDS
44	COUNSEL TRAINEES REGARDING FIRST TOUR ASSIGNMENT
45	COUNSEL TRAINEE (STUDENT) WHO HAS FAILED TRAINING PROGRAM
46	COUNSEL PERSONNEL/TRAINEE'S ON CAREER PLANS, E.G. AVAILABILITY OF EDUCATIONAL PROGRAMS
47	COUNSEL STUDENTS/STAFF CONCERNING ACADEMIC PROGRAMS
48	CONFER WITH INSTRUCTIONAL STAFF ON INDIVIDUAL STUDENT PROBLEMS
49	MAKE RECOMMENDATIONS CONCERNING DISENROLLMENT OF STUDENTS
50	DIRECT/MANAGE INDEPENDENT STUDY

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 19
1 RESPONSE BOOKLET

- 1 ALLOCATE PERSONNEL TO VARIOUS RESEARCH FACILITIES/PROJECTS
- 2 SELECT EXPERIMENTAL SUBJECTS/ANIMALS
- 3 SCHEDULE RESEARCH PROJECT ACTIVITIES
- 4 DESIGN SPECIAL RESEARCH EQUIPMENT/DEVICES
- 5 BUILD SPECIAL EQUIPMENT/DEVICES FOR RESEARCH
- 6 CORRESPOND/VISIT WITH LIKE-FIELD RESEARCHERS/LABS
- 7 PROVIDE CONSULTATION ON RESEARCH DESIGN
- 8 CONSULT WITH STATISTICIAN/OTHERS ON RESEARCH DESIGN/ANALYSIS
- 9 OBTAIN LEGAL WAIVERS FROM RESEARCH SUBJECTS
- 10 CONDUCT RESEARCH LITERATURE SEARCH/SUPVEY
- 11 RESEARCH MATERIAL FOR PROJECTS, I.E. COMPILE STATISTICS, GATHER DATA FROM DIFFERENT SOURCES
- 12 RECORD DATA OF EXPERIMENTAL TESTS
- 13 RECORD/MAINTAIN RECORDS OF EXPERIMENTAL FINDINGS/TESTS
- 14 COMPILE EXPERIMENTAL DATA FOR REPORTS
- 15 DESIGN/PREPARE DATA FOR COMPUTER PROCESSING
- 16 WRITE CORRESPONDENCE ON RESEARCH MATTERS
- 17 WRITE USER-TRIAL REPORTS
- 18 GIVE BRIEFINGS ON RESEARCH IN PROGRESS/RESULTS
- 19 DESIGN/PREPARE RESEARCH DISPLAYS FOR CONFERENCES/CONVENTIONS/BRIEFINGS
- 20 WRITE RESEARCH PROGRESS REPORTS
- 21 WRITE TECHNICAL PAPERS/REPORTS FOR PUBLICATION
- 22 PARTICIPATE/PRESENT PAPERS AT SCIENTIFIC/PROFESSIONAL MEETINGS
- 23 ACT AS OBSERVER OF EXPERIMENTAL SUBJECTS/ANIMALS
- 24 MONITOR PHYSICAL CONDITION OF SUBJECT DURING RESEARCH EXERCISES
- 25 SERVE AS SUBJECT DURING RESEARCH EVALUATION

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 19 OF RESPONSE BOOKLET
26	DEMONSTRATE RESEARCH PROCEDURE USING HUMAN/ANIMAL SUBJECT
27	CALCULATE DOSAGES FOR PRESCRIBED EXPERIMENTS
28	USE AND EVALUATE NEW EQUIPMENT/MATERIAL (USER-TRIAL)
29	EVALUATE NEW CHEMICAL PRODUCTS
30	CONDUCT OPERATIONAL TEST AND EVALUATION OF RESEARCH PRODUCTS
31	CONDUCT THERMAL EXPERIMENTS
32	DETERMINE NEED TO ADJUST TEMPERATURE DURING THERMAL EXPERIMENT
33	SERVE AS SUBJECT FOR THERMAL EXPERIMENTS
34	CONDUCT ACCELERATION EXPERIMENTS
35	SERVE AS SUBJECT FOR DIVING EXPERIMENTS
36	SERVE AS SUBJECT FOR ACCELERATION EXPERIMENTS
37	PARTICIPATE IN ACCIDENT INVESTIGATION RESEARCH
38	MAINTAIN ANIMAL COLONY
39	MAINTAIN FOOD SUPPLY FOR RESEARCH ANIMAL
40	POSITION RESEARCH ANIMAL FOR SURGERY
41	DRAPE RESEARCH ANIMAL FOR SURGERY
42	ADMINISTER INTRAMUSCULAR MEDICATION TO RESEARCH ANIMAL
43	ADMINISTER INTRAPERITONEAL MEDICATION TO RESEARCH ANIMAL
44	ADMINISTER INTRACARDIAC MEDICATION TO RESEARCH ANIMAL
45	PREPARE OPERATIVE SITE OF RESEARCH ANIMAL
46	CALIBRATE/TEST EXPERIMENTAL EQUIPMENT/APPARATUS
47	OPERATE/CONTROL EQUIPMENT FOR EXPERIMENTAL TESTS
48	WORK IN ROUTINE WORKING PARTIES, E.G. LOAD, UNLOAD, CLEAN, MAINTAIN GROUNDS
49	PAINT WALLS, CEILINGS, FURNITURE OR EQUIPMENT
50	DO FIRE STATION/FIREPOINT/FIREPOST DUTIES

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 20 OF RESPONSE BOOKLET
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| 1 | STAND FIRE/SECURITY/BARRACKS WATCH |
| 2 | PARTICIPATE IN HOSPITAL FIRE DRILL |
| 3 | PARTICIPATE IN FIRE FIGHTING DRILLS |
| 4 | SERVE AS RANGE SAFETY OFFICER |
| 5 | DRIVE AMBULANCES OR AMBULANCE BUSES |
| 6 | OPERATE VEHICLE TO TRANSPORT MEDICAL MATERIAL |
| 7 | STAND WATCH AT INFORMATION DESK |
| 8 | STAND WATCH IN MEDICAL RECORDS |
| 9 | STAND WATCH IN MEDICAL LIBRARY |
| 10 | STAND MEDICAL WATCH ON FLIGHT DECK |
| 11 | STAND WATCH IN SICK BAY |
| 12 | SERVE AS CHAUFFER FOR VISITORS OR VIPS |
| 13 | SERVE AS MESS/CLUB/INSTITUTE COMMITTEE MEMBER |
| 14 | SERVE AS SPOTTER ON AIR SEARCH AND RESCUE |
| 15 | PARTICIPATE IN EMERGENCY EVACUATION DRILLS |
| 16 | DIRECT/CONTROL TRAFFIC DURING EMERGENCY CALL |
| 17 | PARTICIPATE IN JOINT DISASTER EXERCISES OR MANEUVERS |
| 18 | PARTICIPATE IN HELO EXERCISES |
| 19 | PARTICIPATE IN MASS CASUALTY SIMULATION |
| 20 | PARTICIPATE IN MEDICAL FIELD EXERCISES/DRILLS |
| 21 | COORDINATE WITH OTHER UNITS DURING FIELD EXERCISES |
| 22 | PARTICIPATE IN DIVING OPERATION |
| 23 | CONDUCT AQUATIC CONDITIONING ACTIVITIES |

Part II B

LIST OF INSTRUMENTS AND EQUIPMENT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 21 OF RESPONSE BOOKLET
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|----|--|
| 1 | SYRINGE/NEEDLES |
| 2 | SYRETTES |
| 3 | MULTIPLE INJECTION JET IMMUNIZATION GUN |
| 4 | GLOVES, RUBBER |
| 5 | HEMOSTATS |
| 6 | SET, MINOR SURGICAL |
| 7 | SUTURE (S & C) TRAY |
| 8 | SUTURE REMOVAL SET |
| 9 | IRIS FORCEPS |
| 10 | AIRWAYS |
| 11 | ATOMIZER |
| 12 | HUMIDIFIERS |
| 13 | OXYGEN CATHETERS |
| 14 | OXYGEN MASK |
| 15 | COMPRESSED AIR CYLINDER/TANK |
| 16 | OXYGEN CYLINDER/TANK, PORTABLE |
| 17 | COMPRESSED GAS TANKS/CYLINDERS (OTHER THAN OXYGEN) |
| 18 | FLOW METER |
| 19 | ASPIRATOR, PORTABLE |
| 20 | INHALATOR-ASPIRATOR (RESUSCITATOR) |
| 21 | RESPIRATOR, EMERSON |
| 22 | AMBU BAG (HOPE BAG) |
| 23 | RESPIRATOR BIRD |
| 24 | ICE COLLARS/PACKS |
| 25 | HEAT LAMP |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 21 OF RESPONSE BOOKLET
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| 26 | HYDROCOLLATOR MACHINE |
| 27 | HYDROCOLLATOR PACK |
| 28 | TRAY, EYE IRRIGATION |
| 29 | TRAY, IRRIGATION EAR |
| 30 | IRRIGATION KIT |
| 31 | VOLUMETRIC GLASSWARE (OTHER THAN BURETS AND PIPETS) |
| 32 | SOLU-SET, HEMO-SET |
| 33 | IVAC AUTOMATIC I.V. DROPS/MINUTE COUNTER |
| 34 | AUTOMATIC I.V. INJECTOR, E.G. HARVARD |
| 35 | I.V. POLE |
| 36 | RESTRAINING STRAPS |
| 37 | COLLAPSIBLE LITTER |
| 38 | STRETCHER, PORTABLE (AMBULANCE) |
| 39 | FIRST AID KIT |
| 40 | EMERGENCY DRUG SUPPLY (KIT, BOX, DRAWER) |
| 41 | AMBULANCE |
| 42 | GENERATORS, EMERGENCY POWER, STATIONARY |
| 43 | FIELD POWER GENERATOR, PORTABLE |
| 44 | STETHOSCOPE |
| 45 | SPHYGMOMANOMETER (BLOOD PRESSURE APPARATUS) |
| 46 | THERMOMETER, CLINICAL |
| 47 | ELECTRIC THERMOMETER, E.G. IVAC, K-PROBE |
| 48 | ELECTROCARDIOGRAPH (EKG) APPARATUS |
| 49 | ELECTROENCEPHALOGRAPH (EEG) APPARATUS |
| 50 | NEEDLE ELECTRODE |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 22 OF RESPONSE BOOKLET
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| 1 | RECORDING AMPLIFIER |
| 2 | CO2 ANALYZER |
| 3 | IL BLOOD GAS ANALYZER |
| 4 | O2 PERCENT ANALYZER |
| 5 | OTOSCOPE |
| 6 | SPECULUM, EAR |
| 7 | AUDIOMETER, MANUAL |
| 8 | AUDIOMETER, AUTOMATIC |
| 9 | SPECULUM, NASAL |
| 10 | OPHTHALMOSCOPE |
| 11 | RETINOSCOPE |
| 12 | EYE CHART, DISTANCE AND NEAR |
| 13 | EYE CHART, ASTIGMATISM |
| 14 | PROJECTOR LAMP FOR SNELLEN CHARTS |
| 15 | COLOR VISION PLATES, E.G. PIP |
| 16 | COLOR VISION LANTERNS, E.G. FARNSWORTH |
| 17 | AFVT MACHINE |
| 18 | LENSOMETER |
| 19 | KERATOMETER (OPHTHALMOMETER) |
| 20 | PHOROPTER |
| 21 | PHOROMETER, OPHTHALMIC |
| 22 | TRIAL LENS SET, OPHTHALMIC |
| 23 | TRIAL FRAME SET, OPHTHALMIC |
| 24 | TANGENT SCREEN |
| 25 | SLIT LAMP FOR EYE TESTING |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 22 OF RESPONSE BOOKLET
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26	PERIMETER, STANDARD
27	PRINCE RULE
28	PIN HOLE FLASHLIGHT
29	CONTINUITY TEST METER (OHMMETER)
30	MANNEQUIN, ANTHROPOMETRIC
31	CALIPER
32	CLINICAL WEIGHT AND HEIGHT SCALES
33	CENTRIFUGE, LABORATORY (FLOOR MODEL)
34	WISE, BENCH
35	MICROMETER
36	STOP WATCH
37	TREADMILL
38	BICYCLE EXERCISER
39	OXYGEN SENSORS
40	OXYGEN MASK, A-14
41	OXYGEN MASK, A-13A, POSITIVE PRESSURE
42	AIR FILTER RESPIRATOR
43	OXYGEN REGULATOR, AUTOMATIC POSITIVE PRESSURE, DILUTER DEMAND
44	OXYGEN REGULATOR, DILUTER DEMAND
45	OXYGEN TEST PANEL
46	LIQUID OXYGEN EQUIPMENT
47	OXYGEN REGULATOR/FLOWMETER
48	OXYGEN SURVIVAL KIT TESTER
49	HYPOBARIC (ALTITUDE) CHAMBER
50	HYPOBARIC (ALTITUDE) CHAMBER OXYGEN SYSTEM

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 23
OF RESPONSE BOOKLET

- 1 HYPO/HYPERBARIC AIR CONDITIONING SYSTEM
- 2 HYPOBARIC (ALTITUDE) PUMP
- 3 HYPO/HYPERBARIC CHAMBER INTERCOM SYSTEM
- 4 CHAMBER PRESSURE INDICATORS/GAUGES
- 5 PRESSURE/RECOMPRESSION CHAMBER/HYPERBARIC CHAMBER
- 6 BAROMETER
- 7 MERCURY CLEANER
- 8 SUCTION/VACUUM PUMP FOR LOW PRESSURE CHAMBER
- 9 OXYGEN MASK AND HELMET, AIR CREW
- 10 OXYGEN MASK MICROPHONE, AIR CREW
- 11 INTERCOM EQUIPMENT IN HELMETS
- 12 TWO-WAY RADIO EQUIPMENT
- 13 AIRCRAFT INTERCOM
- 14 ANTI-G SUIT OR VEST
- 15 FLIGHT SUIT
- 16 FLIGHT BOOTS
- 17 MAE WEST/WAISTCOAT LIFE SAVING
- 18 PERSONNEL PARACHUTE
- 19 PERSONAL AIR DROP EQUIPMENT
- 20 PERSONAL SURVIVAL EQUIPMENT
- 21 AVIATION MEDICAL CRASH BOX
- 22 WET SUIT
- 23 SCUBA EQUIPMENT (MARK 10, 11)
- 24 FLARE GUN
- 25 GOGGLES, DARK ADAPTATION

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 23 OF RESPONSE BOOKLET
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26	GOGGLES, DUST PROTECTION
27	EJECTION SEAT
28	EJECTION SEAT SIMULATOR
29	HUMAN CENTRIFUGE
30	ROCKET SEAT
31	CARTRIDGE SEAT
32	HORIZONTAL ACCELERATION SLED
33	ACCELEROMETER
34	WIND TUNNEL
35	DILBERT DUNKER
36	TORSO HARNESS
37	TWO-DIMENSIONAL NIGHT VISION TRAINER
38	THREE-DIMENSIONAL NIGHT VISION TRAINER
39	FLASH BLINDNESS TRAINER
40	MOULAGE SET
41	MANNEQUIN, FIRST AID
42	CASUALTY SIMULATION KIT
43	ENDOTRACHEAL TUBE
44	INSTRUMENT TRAY, EMERGENCY TRACH SET
45	RESUSCITATOR, FIELD (CHEMICAL WARFARE)
46	RESPIRATOR (GAS MASK)
47	FRACTURE SPLINTS
48	PNEUMATIC SPLINT
49	WIRE FABRIC SPLINT
50	THOMAS SPLINT AND ATTACHMENTS

TURN PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 24
| OF RESPONSE BOOKLET

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| 1 | HORSE COLLAR LIFT |
| 2 | JUNGLE HOOK LIFT |
| 3 | BILLY-PUGH RESCUE NET |
| 4 | JUNGLE PENETRATOR |
| 5 | AIR EVAC STRETCHER/LITTER |
| 6 | STRETCHER BASKETS |
| 7 | HAND GRENADES |
| 8 | SMOKE GRENADES |
| 9 | GUNNER'S BELT |
| 10 | PISTOL |
| 11 | RIFLES M-14 |
| 12 | RIFLES M-16 |
| 13 | .50 CAL. MACHINE GUN |
| 14 | BODY ARMOR |
| 15 | FLACK JACKET |
| 16 | SPU HELMET |
| 17 | FIELD TELEPHONE SYSTEM |
| 18 | MATRIX FLASHLIGHT |
| 19 | COMPASS |
| 20 | MAPS |
| 21 | UNIT ONE KIT |
| 22 | AIR EVAC KITS |
| 23 | MARITIME/INLAND/ARCTIC SURVIVAL KIT |
| 24 | BURN PACK |
| 25 | EMERGENCY DELIVERY PACK |

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 24 OF RESPONSE BOOKLET
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| 26 | TYPEWRITER |
| 27 | PHOTO COPIER, E.G. ZEREX |
| 28 | ADDRESSOGRAPH MACHINE, AUTOMATIC |
| 29 | DUPLICATOR, E.G. MIMEOGRAPH |
| 30 | SLIDE/FILM STRIP/STILL PROJECTOR |
| 31 | MOVIE PROJECTOR/ACCESSORIES |
| 32 | SOUND SLIDE PROJECTOR |
| 33 | OVERHEAD PROJECTOR |
| 34 | AUDIO TAPE RECORDERS |
| 35 | AUTOMATIC COFFEE MAKER |
| 36 | KNIFE, POCKET |
| 37 | FIRE EXTINGUISHER |
| 38 | MACHINE, FLOOR POLISHING |
| 39 | ELECTRICIAN'S TOOL BOX |
| 40 | SOLDERING EQUIPMENT |

END OF TASK BOOKLET